



# **Salary Projection System (SPS)**

## **User Guide**

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## Logging Into SPS

Open Microsoft Edge or Google Chrome and enter the login address <https://budgetlogon.ofm.wa.gov/Logon.aspx> in the address bar of the browser.

Enter your login ID and password to log into BudgetWorks. If you do not have access please use the [Security Request Form](#) to request it through the OFM Helpdesk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov). The menu will only show the applications that the user has permission to access.

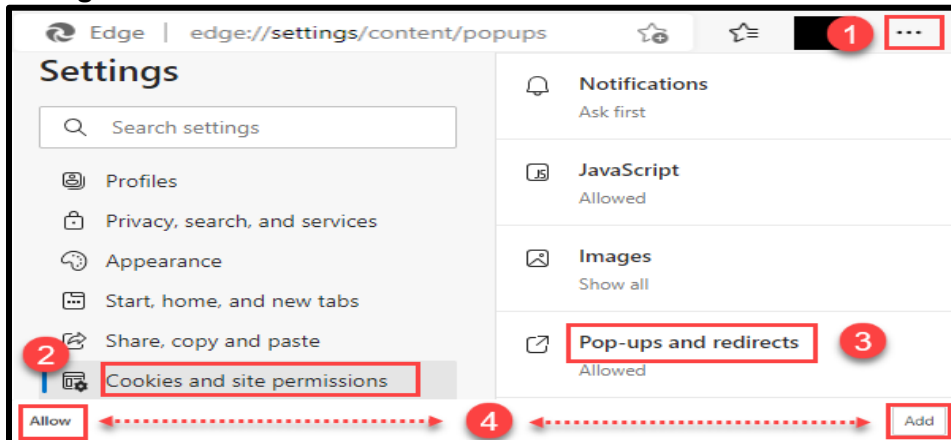


### How to Disable Pop-Up Blockers

CBS has pop-up notifications and instructions, to enable pop-ups or verify pop-ups are allowed, please follow the steps below.

1. Beside the address bar, select the ... which will display a drop-down menu.
2. Select **Settings**, this will open a new menu, on the left side select **Cookies and site permissions**.
3. Scroll down to **Pop-ups and redirects**, **Allow**.
4. Select **Add**, enter the site <https://budgetlogon.ofm.wa.gov> and click **Add** again.

In Edge:



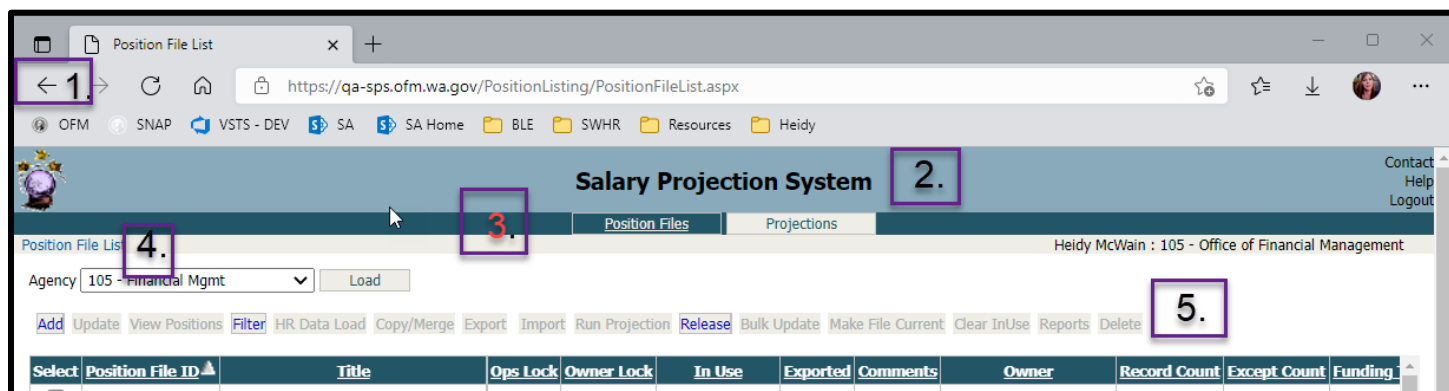
**Note:** Documents downloaded in Edge may appear in a new browser tab instead of a document reader such as Adobe or Excel and the following warning may appear.

## Getting to Know SPS

The Salary Projection System is used when agencies need to prepare financial staffing projections for the upcoming biennium and legislative sessions. Once the files are released to OFM, Strategic Human Resource staff audit, update, and prepare the files for import into the Compensation Impact Model. For questions about the audit process or to update agency job class codes, pay scale codes, or salary schedules please contact Strategic HR at [strategichr@ofm.wa.gov](mailto:strategichr@ofm.wa.gov). **Note:** Please see [CIM Data Release](#) for CIM file prep requirements.

All navigation bars and selection tabs are in the same place on every page. The selection tabs run horizontally across the top of each screen, allowing for the selection of screen features and system navigation. Shortcut links on the application tab bar (3) and the breadcrumb bar (4) allow for the ability to “jump” to previously viewed pages without using the browser Back button (1).

- Internet browser navigation buttons:** The SPS application does not support the use of internet browser navigation buttons, i.e., ‘back arrow’ and ‘forward arrow’. Avoid using these while working in SPS as these commands may cause errors and delete any unsaved work.
- Page Header** includes Application Title (Salary Projection System),
  - Position Files** tab: Main screen which provides a list of available agency position files and options.
  - Projections** tab: list of the agency projection files and options.
  - Contact:** *OFM Budget Staff Assignments page*
  - Help:** OFM BudgetWorks Library
  - Logout Link:** Please properly logout of the system when work is complete, or the application is not in use. There is a back-up timeout provision included in the system that will time out after 120 minutes of inactivity.
- Application** tabs: Available throughout the application and includes a tab for each major functional area including Position Files and Projections.
- Breadcrumb** bar serves as a trail to navigate back to any previously viewed screen in the application. The breadcrumb bar will show differences based on how the page was reached.
- Position File Options:** Various task and tool options depending on access levels and availability, detailed under Activities Bar below.



### Position File Options

Performs actions related to a specific position file(s) or to add a new position file. Select one or more position files for options to become available. Each of these sections are linked to other sections in the manual for more detailed instructions, unless otherwise noted.

**Note:** Options are available based on file status and user access.

- Add:** Create a new position file
- Update:** Update a position file title, comments, owner, funding titles biennium, operations lock, owner lock, and the export flag. Depending on permission settings, some of these roles may not be available to everyone, not linked.

3. **View Positions:** View position information included in the position file chosen.
4. **Filter:** Set or clear filters that apply to the position file, reports, and projection.
5. **HR Data Load:** Extract HRMS data into an empty position file.
6. **Copy/Merge:** Copy or merge position information from one file to another.
7. **Export:** Export funding or assignment pay information to use in an external system (Washington State Patrol only) .
8. **Import:** Import funding or assignment pay information back into the file it was exported from. (Washington State Patrol only)
9. **Run Projection:** Run a projection on a single chosen position file.
10. **Release:** Release a position file for the Compensation Impact Model (CIM) and to view the CIM Position Listing Report.
11. **Bulk Update:** Update mass information on a single chosen position file.
12. **Make File Current:** Update position files to reflect due increments or general salary increases that occur between the salary update of the position and the current date.
13. **Clear-In Use:** Clear the In-Use flag of a position so the position file can be updated (not linked).
14. **Reports:** Run a position listing report for the selected position file.
15. **Delete:** Delete one or several position files (not linked).

Select	Position File ID ▲	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles Biennium
<input checked="" type="checkbox"/>	HMT	HM Test 23/25						McWain, Heidi	0	0	2023-25

## Position File Columns

1. **Position File Selection:** work with a particular position file or files.
2. **Position File ID:** displays the chosen three-character ID.
3. **Position File Title:** displays the chosen title.
4. **Operations Lock** displays a lock indicator if an operations user has locked the file. To remove this lock, select the update tab.
5. **Owner Lock:** Displays a lock indicator if the owner has locked the file. To remove this lock, select the update tab.
6. **In Use Indicator:** Displays the name of the person who has the file in use (Budget Operations users can clear this by selecting the Clear In-Use tab).
7. **Exported Indicator:** Displays the reason of exporting as Funding or Assignment Pay for Washington State Patrol Only. (Budget Operations or the Owner can clear this through the update tab)
8. **Comments Indicator:** Displays any comments associated with the position file. To view, click on the check mark and to close click the check mark again.
9. **Owner:** Displays who owns the position file.
10. **Record Count:** Displays the total number of records in the position file that are both valid and invalid.
11. **Exception Count:** Displays the total number of exception records (invalid records) that will not be included in a projection until the records are valid.
12. **Funding Titles Biennium:** Displays which biennium the funding titles are compared to. This can be changed through the update tab.
13. **Extract Date:** Displays the date the HR Data was loaded into the position file. If the file was copied, it will display the date of the original file.
14. **Updated By:** Displays the name of the user that last updated the file, hovering over the name will display the date and time it was updated.
15. **Released By:** If the file has been released; displays the name of the user that released the position file.

Select	Position File ID ▲	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles Biennium	Extract Date	Updated By	Released By
<input type="checkbox"/>	TR1	Trainer Training						Training, Trainer	0	0	2007-09		Training, Trainer	

Hovering over the name will display the date and time it was updated.

## Create a Position File & Load Data

After logging into SPS, the Position File List screen is displayed. All positions are contained within individual position files. Loaded position files will be assigned to the individual that added the file, unless reassigned after created. **Note:** If there are no position files previously established, there will be no records displayed in the Position File List for the agency.

### Add a New Position File

- Add:** Options will pop-up for completion to add a new position file. Once created, the file will show up in the Position File List, there are two options for loading data: 1. HR Data Load or Copy an existing file, both are shown below.
  - File ID:** Create a three-character ID, letters or numbers are allowed.
  - Title:** Name the file in the Title section
  - Lock:** The owner or the agency budget operator can lock the file from editing



2.

**Add Position File**

Position File ID:

Title:

Comments:

Operations Lock

Owner Lock

Save Reset Cancel

### HR Data Load

SPS payroll data is updated by Human Resource Management System (HRMS). The HR Data Load will import all position records contained within the HRMS data for each agency. This includes vacant positions and abolished positions that have not been removed from the HRMS personnel/position data. Data from HRMS is uploaded to SPS after each payroll run (around the 10th and 25th).

**Note:** Larger data loads may take longer to update.

- Select the new file:** Click in the box located next to the Position File ID, this will add a checkmark showing the file is selected.
- Click on the HR Data Load icon,** a new screen will load with a message stating that leaving the SPS page during processing may cause corrupt data, please wait. Once the data load is complete, it will navigate back to the Position File screen and the file selected will contain the record count totals.

Before:

Select	Position File ID	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles	Biennium
<input checked="" type="checkbox"/>	HMT	HM Test 23/25						McWain, Heidi	0	0		2023-25

**Processing...**  
 Leaving this page during processing may cause corrupt data.  
 Please wait.....

After:

Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles	Biennium
<a href="#">HM Test 23/25</a>						McWain, Heidi	667	171		2023-25

**Note:** Except Records are invalid position files that require corrections to be included in a projection. More details are explained in the [Invalid Data Comments and Errors](#) section.

## Copy/Merge a Position File

- Check the **Position File Selection** box for the created position and select the **Copy/Merge** tab. The following Copy/Merge Position Files dialog box will be displayed below. In the “Copy/Merge To” section of the dialog box click the down arrow to choose the second file then select **Copy**. If the file in the “Copy/Merge To” section is empty only the Copy option is available, if the file has records, Merge options are available.

### Merge Options

- **Replace Duplicates**; overwrites any duplicates found in the “To” file,
- **Keep Duplicates**; retains any duplicates found in the “To” file, excluding files in the “From” file,
- **Replace Entire File**; copies the information from the “From” file and pastes it in the “To” file. **Note:** Duplicate files require the same position number, person name, and start date.

3. **Open the Position File:** by clicking on the hyperlink next to the Position File ID or View Positions Icon. From here Vacant positions can be added or copied, and Invalid Records can be corrected. Invalid records will most likely be loaded. If the icon in the menu reads View Invalid Positions the list below contains all of the Invalid positions, click on it to change the view to Valid Records.

## Invalid Position Comments & Errors

Position records that do not meet certain business or data rules get flagged as invalid records, including abolished positions that are still in HRMS, even if they are not used. By default, the position list displays any invalid records found. Within the Position Detail of each record is an explanation of the error that resulted in the flag. All vacant positions will come across as invalid positions since information vital to calculating a projection is missing. Invalid positions will not be included in any projections. It is necessary to correct all errors for positions that are needed to adequately represent projection results.

### Invalid Data Comments & Corrections

1. **Code does not exist in titles tables** (many variations exist) Funding code titles must exist in the AFRS titles for the biennium associated with the position file. Please change your codes in SPS or add the code to AFRS. Once codes are entered into AFRS they will appear in SPS immediately.
2. **Subobject is not valid for salary projection.** Salary sub-object must exist as a Valid Salary SubObject, Change the sub-object on these records to one of the valid options.  

AA	AB	AC	AD	AE	AF	AG	AH	AJ	AK	AL
AM	AN	AQ	AR	AS	AT	AU	NW	NZ		
3. **Position salary range is not valid for this job class per the Job Class table:** A salary range must match either the salary range or special salary range from the job class table unless the position is Y-rated.

Correct the salary range to match the job class range. This may need to be updated by OFM, if the salary range is not available in SPS please submit a ticket to the OFM Helpdesk.

4. **Appointment salary does not match the salary in the State Salary Schedule:** The salary must match the state salary schedule for the indicated salary range and step unless the position is Y rated. Either correct the salary to match the state salary schedule by reselecting the range and step on position detail, enter "Y" on the Pay Code of the More Detail screen. Y-Rated is not available for all salary schedules, if the salary does not match the expected salary, please verify the correct pay scale has been selected. If so and it is still incorrect, please contact the OFM Helpdesk.
5. **Salary exceeds band:** The salary on the position is outside of the band limits as identified in SPS. This is only for EMS/WMS positions. Check "Salary May Exceed Band" on the Position Detail to override the limit. Salary exceeds band is not available for all salary schedules, if the salary does not match the expected salary, please verify the correct pay scale has been selected. If so and it is still incorrect, please contact the OFM Helpdesk.
6. **No valid pay scale identified:** A valid Pay Scale is required in SPS. If the expected pay scale is not available or a job class does not exist under the correct pay scale, please contact the OFM Helpdesk.
7. **Job Class does not exist in Job Class table:** All positions require a valid job class for the indicated Pay Scale. Contact the OFM Help Desk if a valid job class is not available.
8. **Increment date must be greater than Update Date:** Classified positions not at the last step require an Increment Date that is greater than the Position Start Date or Update Date to accurately calculate increments due.
9. **Increment date does not match increment data rules:** The State Salary Schedule identifies how many months until the next increment is due. Change the increment date to match the requirements for a given projection. Positions at the last step must have an increment date in the past but not older than 1/1/1951. Positions at step A should have an increment 6 months after the start date. All other steps (excluding the last step) should have yearly increments. The increment date must be later than the start date and the salary update date unless the position is at the last step.
10. **Proration Percent of funding lines must = 100%:** Proration percent of funding lines must = 100%. Adjust the funding lines to equal 100%.
11. **Part time % must be greater than 0:** A part-time percent of zero will result in no salary or FTE projection for the position. Change the part-time percent or variable part-time of the position to be greater than zero.
12. **Each position funding line must contain at least a program index and expenditure authority index.** To make a position valid you must choose at least one of the coding elements for both the program index and expenditure authority index.
13. **Funding lines do not exist for this position:** Without funding lines this position cannot be projected. Create funding lines with proration percentages equal to 100%.
14. **Program Index and Expenditure Authority Index are required fields:** Complete both fields to remove errors, if the PI or EA is not available, verify that they have been entered into AFRS.
15. **Position start date is invalid:** A position may load from HRMS into SPS without a start date. To make this position valid a start date must be entered by using copy to new effective date.
16. **Position salary range is not valid for this job class per the State Patrol Salary Range table:** State Patrol has a special table for salary range.

## Invalid Record Flags

1. **Special Pay Flag:** Flags a position as special pay (typically 2 ranges higher than the regular range). If a salary matches a special pay range for a given job class upon the HR Data Load, the system will automatically flag the position as special pay.
2. **Salary May Exceed Band Flag:** Flags positions outside of the WMS/EMS band. If the salary is beyond the band limit upon an HR Data Load, the system will automatically flag the position as salary may exceed band.
3. **Y-Rated Flag:** Flags a position as y-rated and overwrite the salary from the salary schedule. If a position is Y-rated in HRMS, the system will automatically flag the position as Y-rated. Y-rated positions do not receive periodic increases or General Salary Increases in the projection.
4. **Health Insurance (BD) Included Flag:** Include/exclude health insurance in the projection for the position.
5. **OASI (BA and BH) Included Flag:** Include/exclude OASI in the projection for the position.



6. **Medical Aid Industrial Insurance (BC) Included Flag:** Include/exclude Medical Aid Industrial Insurance in the projection for the position.
7. **Paid Family Medical Leave (BK) Included Flag:** Include/exclude Medical Aid Industrial Insurance in the projection for the position.
8. **Funded Flag:** Mark positions as funded or not.
9. **Calculate Staff Months Flag:** Include/exclude staff months in the projection for the position.
10. **I-732 Indicator Flag:** Marks positions as I-732. **Note:** When a position contains a job class that is associated with I-732, the system will automatically flag the I-732 Indicator; however, new positions will not flag automatically.
11. **Backfill Indicator Flag:** Marks positions that necessitate being backfilled if vacated.

## Correct Positions Details

Once the Position File has been created, vacant positions can be added, or current positions can be updated, corrected, and deleted to make the position file ready for a Projection or a Release to OFM. A Filter is also available to include or exclude specific records. See below for field requirements and information.

**Note:** Updates on a Position File can be done using the Bulk Update and Filter Options under [Filters](#) and [Bulk Updates](#).

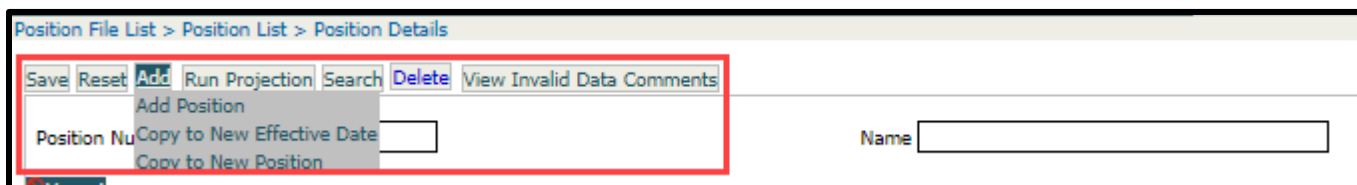
To view the invalid comments and correct the position click on the link of a position listed under the Invalid Position list. This opens the **Position Details** screen, click on the **View Data Comments** icon to view the message, then correct the position. Once all of the invalid comments are gone, **Save** the position, this will remove it from the Invalid Positions list.

## Position Details Menu

**Position Details Menu Options:** Perform actions related to a specific position detail. This includes Save, Reset, Add, Run Projection, Search, Delete, and View (Hide) Invalid Data Comments.

- **Save:** Save any changes made to the record on the active Start Date tab.
- **Reset:** Discard any changes made before saving and put the record back to its original state.
- **Add:** Create a new position or record in three ways:
  - **Add Position:** Presents a blank detail screen to create all information from scratch.

- **Copy to New Effective Date:** Adds a new start date tab capturing all the information from the active position, instructions linked.
- **Copy to New Position:** Opens a new start date tab capturing all information except the position number and name, instructions linked.
- **Run Projection:** Run a projection on the position file chosen.
- **Search:** Search for position-b- position number or name and navigate to that position's detail information.
- **Delete:** Delete the entire position or a selected Start Date (effective date) tab from the position file.
- **View (Hide) Invalid Data comments:** Toggle between seeing or hiding the original invalid data comments that made the position invalid.




## Completing Position Details Fields

**Important:** If a position file is created for the purpose of Releasing to OFM for CIM data, please ensure that each required field is correct for the current position and salary, this includes the Pay Scale, Job Class, Current Salary, Range, Step, Program Index and Expenditure Authority codes. Classified positions should correspond to the assigned salary schedule. **Note:** **OFM manually audits released data and updates any incorrect data prior to loading it into CIM.** Salary increases are automatically applied by OFM for the current and next biennium. If any of the mentioned fields do not have the expected data, please contact the OFM Helpdesk, do not use May Exceed Salary or Y-Rated unless it is actually applied to that position. For assistance: The OFM Help desk can be contacted at [heretohelp@ofm.wa.gov](mailto:heretohelp@ofm.wa.gov) for assistance. To look up classified salary schedules, salary bands, and other compensation details go to [Compensation administration | Office of Financial Management \(wa.gov\)](#)

1. **Position Number:** The number assigned to the position in HRMS or created for a vacant position.
2. **Name:** Name of the individual tied to the position in HRMS.
3. **Start Date:** Date the position detail information will start or started (is effective).
4. **Start Date (new):** Date the position detail information will start or started (is effective). This is available when creating new start dates.
5. **Pay Scale:** Pay scale type and area that is assigned to the agency or position.
6. **Job Class:** Select a job class and job class description.
7. **Working Title:** Add a position description. There is the ability to choose to use the job class description or add a one that fits the agency's needs for this position. This will be displayed on the position listing and position listing report in the job class title. **Note:** The Working Title will not automatically update upon selecting a job class and requires a manual add or update.
8. **Range:** Displays the range associated with the pay scale/job class combination.
9. **Step:** Displays the steps associated with the selected range.
10. **Current Salary:** Displays the salary associated with the pay scale, job class, range, and step per the state salary schedule for classified positions. For all other positions, enter the appropriate salary for the position.
11. **Rate:** Displays the salary unit of pay (daily, hourly, or monthly)
12. **Bargaining Unit:** Select the code and title of the bargaining unit(s) available for the agency.
13. **Personnel Area:** Select the code and title of the personnel area(s) available for the agency.
14. **Work County:** Select the work county. Currently the work county and city are not importing as expected, the work county can be updated with a bulk update.
15. **Retirement:** Select the code and title of the retirement plan.
16. **Increment Date:** Enter a periodic increment date or review date. **Note:** Only classified positions will list an increment date. All other positions are exempt from the State Salary Schedule and do not receive increments. **Review Date** will be available in this case.

- **Rules for entering an increment date:** The State Salary Schedule identifies how many months until the next increment is due. In general: Positions at the last step must have an increment date in the past. Positions at step A should have an increment 6 months after the start date. All other steps (excluding the last step) should have yearly increments. The increment date must be later than the start date and the salary update date unless the position is at the last step.
17. **End Date:** End a position “as of” date.
  18. **Multiplier:** Create a generic position and project for the number of multiples specified.  **Note:** Do not use this feature during the CIM release, each position must be created separately.
  19. **User Defined:** Enter unique agency information.
  20. **Updated Salary Date:** Displays the last date the salary was updated.  **Note:** This date is important as it triggers a projection and if necessary, applies general salary increases and merit system increases. It assumes that as of that date, the salary amount is correct.
  21. **Job Class Risk:** Displays the Job Class Risk ID number associated with the Job Class. This field only updates when the Job Class is changed.
  22. **SubObject:** Select the Object/Subobject for the position from dropdown options.
  23. **% Full Time:** Percentage of time a position is slated to work.
  24. **View Variable PT:** Estimated work per month. This can be expressed in days, hours, or percentage.
  25. **Copy to 2<sup>nd</sup> Fiscal Yr.:** Copy numbers from the 1<sup>st</sup> Fiscal Year fields into the 2<sup>nd</sup> Fiscal Year Fields.
  26. **Paste from Excel:** Copy a selected row or column of numbers from an Excel spreadsheet into the Variable Part-Time fields.  **Note:** Whichever field the curser is in, that will be the starting position the numbers will be pasted into (i.e., curser is in 1<sup>st</sup> Fiscal Year, Oct, that is where the first number in the selected row/column will appear; 1<sup>st</sup> Fiscal Year, July is the default starting point).
  27. **Clear:** Clears all Variable Part-Time fields.
  28. **Over Time %:** Percentage of overtime a position is slated to work.
  29. **View Variable OT:** Estimated overtime per month. This can be expressed in hours or percentage.
  30. **Copy to 2<sup>nd</sup> Fiscal Yr.:** Copy numbers from the 1<sup>st</sup> Fiscal Year fields into the 2<sup>nd</sup> Fiscal Year Fields.
  31. **Paste from Excel:** Copy a selected row or column of numbers from an Excel spreadsheet into the Variable Over-Time fields.  **Note:** Whichever field the curser is in will be the starting position where the numbers will be pasted to (i.e., curser is in 1<sup>st</sup> Fiscal Year, Oct, that is where the first number in the selected row/column will appear; 1<sup>st</sup> Fiscal Year, July is the default starting point).
  32. **Clear:** Clears all Variable Over-Time fields.
  33. **Funding Activities Bar:** Add or delete funds.
  34. **Percent:** Ability to specify what percent of coding is attributable to staff months, salary, and benefits.  **Note:** The funding percent requires a total of 100%.
  35. **Account Coding:** Ability to specify the coding associated to the position.  **Note:** The only required account codes from the funding grid are PI (Program Index) and EA Index (Expenditure Authority Index.)

 **Note:** If required fields are not complete when a position is saved, a warning will populate with the missing requirements. Complete the missing fields and save.

## Other Position Detail Updates

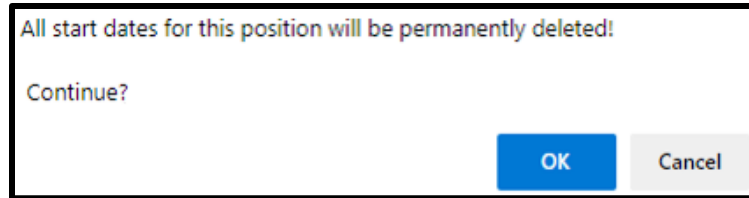
### Copy to New Effective Date

1. In the **Position Detail** screen, hover over the Add icon
2. Select **Copy to New Position**
3. Enter a **Position Number, Start Date, and Name**
4. Save, a warning will populate for missing requirements:

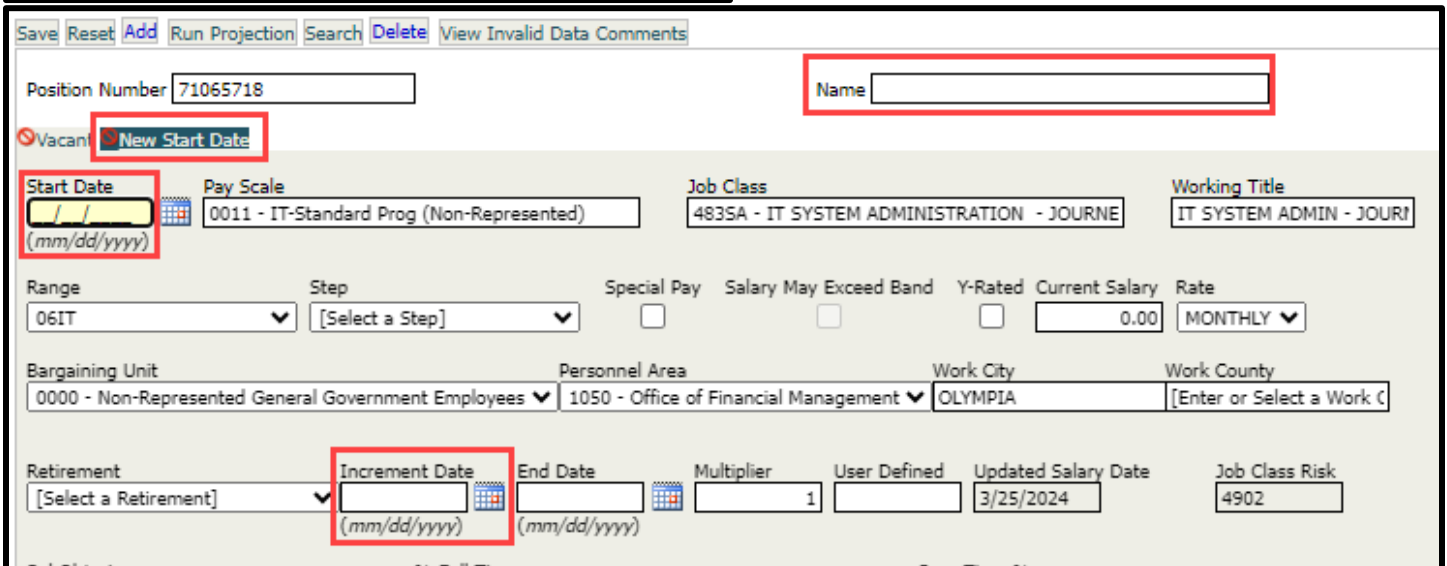
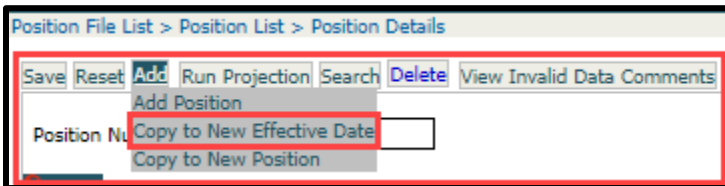
The save failed for the following reason(s):

A valid Retirement is required.  
A valid Work County is required.  
A valid SubObject is required.  
% Full Time must have either a percentage amount or monthly amounts.

5. Enter the rest of the fields to make the record complete (**Name, Step, Bargaining Unit, Retirement, Work County, Increment Date, % Full time**) and **save**. **Note:** The start date tab will change to the date that was entered into the start date once the position detail is saved.
6. **Save** again.
7. Select the **Vacant** tab and **Delete/Selected Effective Date** to remove this tab from the position file. The following message will appear:

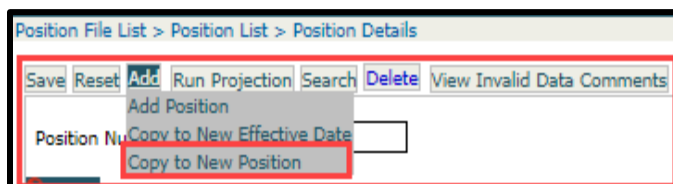


8. Select **OK**, and repeat for each vacant position that should be included in projections.



## Copy to New Position

1. Select a classified position and **Add, Copy to New Position**.
2. Enter the appropriate **Position #, Start Date, and Name** for the position and **Save**. Update **Increment Date** to reflect the next increment due and **save** changes. **Note:** If the position is at the last step, the increment date update is not applicable and will not save with a future date.



## Reclassify an Employee Keeping the Same Position Number

1. In Position Detail and **Add/Copy to New Effective Date**. **Note:** Copy to New Effective Date is used when changes will affect the salary projection results. It assumes the change is for the same person in the same position. A common use would be to record a future in-training promotion. Other edit options exist for adding new positions and employees. There is also an option of changing the original record if there is no reason to associate a change with a particular date.
2. **Enter the Start Date** when the update to an employee and position will take effect, change the **Pay Scale, Job Class, Working Title, and available Salary Range** (this can be left blank if a range does not exist for the job class), select the appropriate **Step**, update **Increment Date** if necessary and **save**.
3. Two tabs for will appear for the Position and Employee in the Position Detail screen. The second tab shows the Start Date entered.
4. Select the tab that represents the previous start date for the position.
5. Verify the **End Date** is correct. The system should enter the day prior to the Start Date of the new instance into the original position. Adjust the **End Date** if applicable and **save** changes.

The screenshot shows the 'Position Detail' form with the following fields and values:

- Buttons: Save, Reset, Add, Run Projection, Search, Delete, View Invalid Data Comments
- Position Number: 71065718
- Name: (empty)
- Vacant: (checked)
- New Start Date: (button)
- Start Date: (calendar icon, empty)
- Pay Scale: 0011 - IT-Standard Prog (Non-Represented)
- Job Class: 4835A - IT SYSTEM ADMINISTRATION - JOURNE
- Working Title: IT SYSTEM ADMIN - JOURN
- Range: 06IT
- Step: [Select a Step]
- Special Pay: (checkbox)
- Salary May Exceed Band: (checkbox)
- Y-Rated: (checkbox)
- Current Salary: 0.00
- Rate: MONTHLY
- Bargaining Unit: 0000 - Non-Represented General Government Employees
- Personnel Area: 1050 - Office of Financial Management
- Work City: OLYMPIA
- Work County: [Enter or Select a Work C]
- Retirement: [Select a Retirement]
- Increment Date: (calendar icon, empty)
- End Date: (calendar icon, empty)
- Multiplier: 1
- User Defined: (checkbox)
- Updated Salary Date: 3/25/2024
- Job Class Risk: 4902
- SubObject: AA - State Classified
- % Full Time: .0
- Over Time %: .0

## Update Funding and Find a Position using Search

1. In the first funding row of the position, click each field available starting with **Pgm Index** (Program Index) and change the value to the first available in the list and change the **SubObject** and **save**. **Note:** SubObject is not editable in the funding grid; select SubObject from the dropdown list box above the grid. This SubObject will be used for all lines of the funding.
2. Select the **Search** tab. Use the dropdown arrow to bring up the list by Name and **select the Name**, then hit **Ok**. **Note:** The Search brings up all valid and invalid positions.
3. Select **Add Fund** to add a new line to the fund grid. Enter a new fund line using the second option available in each field.
4. Update the proration amounts of all lines to ensure they add up to 100% by entering 50% each. If the lines do not add up to 100% when saving an error message will appear. **Note:** There are two rules for funding:
  - Funding proration for a position must add up to 100% for saving able to save the record.
  - Both program index and expenditure authority index are required for each funding line to save. Delete unnecessary rows.

**Note:** If the position is not in WMS, change the Pay Scale to 0002 and the job class to WMS01. Which will open the field to enter a salary. Check the Salary May Exceed Band option to enter a salary that is above the salary band. Save changes when all information is complete. The funding section in a

position record is based on the Funding Titles Biennium. The funding titles biennium is looking at that specific biennium in AFRS. If this is set up for the wrong biennium and no data yet exists in AFRS, they will need to change their funding titles biennium.

The screenshot shows a web application interface for managing positions. A red box highlights a search dialog box titled "Search for a position" which contains fields for "Position Num" and "Name". The main form includes various fields for position details such as "Position Number", "Name", "Start Date", "Job Class", "Working Title", "Range", "Step", "Special Pay", "Salary", "Rate", "Bargaining Unit", "Personnel Area", "Work City", "Work County", "Retirement", "Increment Date", "End Date", "Multiplier", "User Defined", "Updated Salary Date", "Job Class Risk", "SubObject", "% Full Time", and "Over Time %". There are also several checkboxes for insurance and leave options. At the bottom, there is a "Funding" section with a table containing columns for "Percent", "Pgm Index", "EA Index", "Org Index", "SubSubObj", "Project", "SubProj", "Proj Phase", "Budget Unit", and "Alloc Code".

## Update Positions to Reflect Known Changes

There are various other types of agency adjustments that are common to accurately project salaries and benefits:

- **Update the Working Title** to reflect updated title for the position. **Note:** The Working Title will not automatically update when a job class is selected, this is added or updated manually. The Working Title field will be displayed on the position list as well as the Position Listing Report.
- **Update the Variable OT** Select a **Unit of Percent** and enter the appropriate percent of overtime in the appropriate months. **Note:** The Overtime field on the Position Detail screen can be used when overtime is assumed to be consistent across all months of the biennium. This information can also be copied from an excel spreadsheet. **Note:** Whichever field the cursor is in, that will be the starting position where the numbers will be pasted to (i.e., cursor is in 1st Fiscal Year, Oct. that is where the first number in the selected row/column will appear; 1st Fiscal Year, July is the default starting point).
- Select the Hide Variable OT button to apply the overtime and close the box. **Note:** Once information is entered in the Variable OT grid an asterisk will display. Repeat steps when selecting the Variable Part-Time button.
- **Change the Pgm Index** (Program Index) for the position and save changes. **Note:** Fund coding changes can be selected by text or using the keyboard down arrow. **Note:** The changes listed above are assumed to be effective for all projections. If the changes need to show an ending point for a projection and a beginning point for a different projection, end the current position, and add a new start date for that position.

Save Reset Add Run Projection Search Delete

Position Number 1000010 Name Test

**New Start Date**

Start Date 04/30/2024 Pay Scale 0001 - Standard Progression (Non-Represented) Job Class 1001 - OFFICE ASSISTANT 2 Working Title Office Assistant 2

Range 32 Step C Special Pay Salary May Exceed Band Y-Rated Current Salary 2,940.00 Rate MONTHLY

Bargaining Unit 0000 - Non-Represented General Government Employees Personnel Area 1050 - Office of Financial Management Work City OLYMPIA Work County Thurston

Retirement P1 - PERS Plan 1 Increment Date 04/30/2025 End Date Multiplier 1 User Defined Updated Salary Date Job Class Risk

SubObject AA - State Classified % Full Time 100.0 View Variable PT Over Time % 100.0 View Variable OT

Health Insurance (BD) Included
  OASI (BA and BH) Included
  Medical Aid Industrial Insurance (BC) Included
  Paid Family Medical Leave (BK)
  Funded
  I-732 Indicator
  Calculate Staff Months
  Backfill Indicator

Funding

Add Fund Delete Fund

Percent	Pgm Index	EA Index	Org Index	SubSubObj	Project	SubProj	Proj Phase	Budget Unit	Alloc Code
100.00	00020 - Statew	020 - Salaries a							

**Variable Part-Time**

Unit Hours

1st Fiscal Year		2nd Fiscal Year	
July 0	Jan 0	July 0	Jan 0
Aug 0	Feb 0	Aug 0	Feb 0
Sept 0	Mar 0	Sept 0	Mar 0
Oct 0	Apr 0	Oct 0	Apr 0
Nov 0	May 0	Nov 0	May 0
Dec 0	Jun 0	Dec 0	Jun 0

Copy to 2nd Fiscal Yr Paste From Excel Clear

**Variable OverTime**

Unit Hours

1st Fiscal Year		2nd Fiscal Year	
July 0	Jan 0	July 0	Jan 0
Aug 0	Feb 0	Aug 0	Feb 0
Sept 0	Mar 0	Sept 0	Mar 0
Oct 0	Apr 0	Oct 0	Apr 0
Nov 0	May 0	Nov 0	May 0
Dec 0	Jun 0	Dec 0	Jun 0

Copy to 2nd Fiscal Yr Paste From Excel Clear

## End a Currently Filled Position

1. Select the position in the list to open the **Position Detail**
2. Enter an **End Date** for the position and **save**.

Save Reset Add Run Projection Search Delete

Position Number 1000010 Name Test

**New Start Date**

Start Date 04/30/2024 Pay Scale 0001 - Standard Progression (Non-Represented) Job Class 1001 - OFFICE ASSISTANT 2 Working Title Office Assistant 2

Range 32 Step C Special Pay Salary May Exceed Band Y-Rated Current Salary 2,940.00 Rate MONTHLY

Bargaining Unit 0000 - Non-Represented General Government Employees Personnel Area 1050 - Office of Financial Management Work City OLYMPIA Work County Thurston

Retirement P1 - PERS Plan 1 Increment Date 04/30/2025 **End Date** Multiplier 1 User Defined Updated Salary Date Job Class Risk

SubObject AA - State Classified % Full Time 100.0 View Variable PT Over Time % 100.0 View Variable OT

## Delete Extra Positions

Invalid records are not calculated in projections, deleting extra positions is not necessary to ensure accurate projections, however, it may assist with navigation when there are multiple extra positions.

Select, **Select All** column title above the check boxes (this will change to Clear All upon selection) and the **Delete** tab. The following warning will display, choose **OK**. All positions will now be gone from the invalid position list.

Salary Projection System  
Position File List > Position List  
Files: TR2 - Trainer - Copy To File Rows: 100 Load

TR2 - Trainer - Copy To File (Invalid) -- Count: 34  
Add View Detail Filter Run Projection Search View Valid Positions Report **Delete**

Clear All P	osition #	Start Date	Name	Job Class	Job Title	Range Step	Salary
<input checked="" type="checkbox"/>	70004508			233C	CTED SPEC 3	58	0.00
<input checked="" type="checkbox"/>	70004510			233B	CTED SPEC 2	52	0.00
<input checked="" type="checkbox"/>	70004511			479L	IT SPEC 4	62	0.00
<input checked="" type="checkbox"/>	70004514			105G	ADMIN ASST 3	39	0.00
<input checked="" type="checkbox"/>	70004547			233B	CTED SPEC 2	52	0.00
<input checked="" type="checkbox"/>	70004561			233B	CTED SPEC 2	52	0.00
<input checked="" type="checkbox"/>	70004580			WMS03	ASSOC DIR OF TED		0.00
<input checked="" type="checkbox"/>	70004602			233B	CTED SPEC 2	52	0.00
<input checked="" type="checkbox"/>	70004609			233B	CTED SPEC 2	52	0.00
<input checked="" type="checkbox"/>	70004643			233C	CTED SPEC 3	58	0.00
<input checked="" type="checkbox"/>	70004659			100J	OFF ASST 3	31	0.00
<input checked="" type="checkbox"/>	70004681			233D	CTED SPEC 4	60	0.00
<input checked="" type="checkbox"/>	70004685			233C	CTED SPEC 3	58	0.00
<input checked="" type="checkbox"/>	70004698			105H	ADM ASST 4	46	0.00
<input checked="" type="checkbox"/>	70004700			233C	CTED SPEC 3	58	0.00
<input checked="" type="checkbox"/>	70004781			233C	CTED SPEC 3	58	0.00
<input checked="" type="checkbox"/>	70004783			233D	CTED SPEC 4	60	0.00
<input checked="" type="checkbox"/>	70089054			542W	EN FAC SITE SPEC	60	0.00

The selected row(s) will be permanently deleted!

Continue?

OK Cancel

Salary Projection System  
Position File List > Position List  
Files: TR2 - Trainer - Copy To File Rows: 100 Load

TR2 - Trainer - Copy To File (Invalid) -- Count: 0  
Add View Detail Filter Run Projection Search View Valid Positions Reports Delete

## Updating Multiple Positions

### Filter

There are four tabs on the Filter, when applicable each criteria field will display a formatting tip, search function, or free text field. Multiple positions can be updated at once using the filter options.

#### Notes:

- Using an = to signify a blank **does not work** in the user defined or start date criteria.
- **Start date** needs to be expressed as a range, to filter on only one date use the same date in both fields.
- **The filter is required to reduce records down to 3,000** when running an allotment detail report.



- When filtering on the **user defined field**, the filter may return “blank” user defined records if the previous information was deleted. **It is counting the blanks as matching the filter.**
- Once a filter is set, even if the information is deleted or reset from the Filter dialog box, the **position listing will show as a filter being applied.** To remove this indicator, choose the Filter/Clear Filter tab.

1. **Set Filter:** Hover over the Filter icon and click Set Filter, an option box will populate to set the filter criteria:

- **Position:** filter by specific position detail information
- **Account:** filter by specific account coding elements. Select the Elipses next to **Pgm. Info** to display a list of agency programs. The programs listed are found in AFRS and match the funding titles for the biennium selected. Sub-program searches and results are available, but the highest-level search is required before the next list is available to select from (Program, Sub-Program, Activity, Sub-Activity, then Task).

- **Summary:** displays information on the number of records that will be affected by the filter chosen (when a specific position file is not chosen, this information will not be available). Then select OK to apply the filter.

- Hints:** displays common rules used when setting a filter and availability. An example is shown for job class and name below:
  - Job Class - **12\*** (returns all job classes that begin with 12)
  - Job Class - **120?1** (returns all job classes where the first three-characters are 120 and the last character is 1 regardless of what the fourth character is)
  - Job Class - **=** (returns all job classes where the job class code is blank).
  - Job Class - **12000-12040** (returns all job classes within the range of 12000-12040)
  - Job Class - **12010, 12020, 12030** (returns all job classes matching 12010, 12020, or 12030)
  - Name - **> B** (returns all records where the name is greater than the letter "b". < and <> are also allowed)
  - Name – Search field requires the first 3 letters of the name as displayed followed by an asterisk. For example: **Ove\*** returns all records that begin with “Ove”. By default, HR data loads by Last Name, First Name.

Operator	Operation	Comments
=	Equals	= without a value signifies a search for blank/null
>	Greater than	
<	Less than	
<>	Not equal	
	OR	
-	Between	
/	Separator	Used for dates and hierarchies.
*	Wildcard	Not valid for date or amount fields.
?	Positional Wildcard	Not valid for date or amount fields.

Note: For lookup fields you can multiselect by using the shift click or ctrl click.

Ok Clear Cancel

## 2. View Results

- Choose the Position File and load its position list by using the **title hyperlink** or the **Position File Selection box** and **View Positions** tab.
- The filter may return an empty list for invalid or valid positions.

**Note:** The filter can search on numerous options (e.g., Program and Job Class) but is limited by complex input.

## Make File Current

SPS contains features that allows for mass updates: 1) **Make File Current**; updates all classified positions for the current salary schedule including recent General Salary Increases and any increments due since the positions were last updated and 2) **Bulk Update**; filter on a set of positions and then apply one update to all filtered positions in one step.

- From the **Position File List** screen, select the position file to update and the **Make File Current** option.


Select	Position File ID	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles	Biennium	Extract Date
<input checked="" type="checkbox"/>	991	Test 991						Tran, Tuan	276	27		2013-15	7/1/2015
<input type="checkbox"/>	DD1	Testing Raises for Exempt					✓	Tabler, Denise	276	44		2013-15	6/30/2015
<input type="checkbox"/>	W3W	w3w test						Tran, Tuan	276	44		2013-15	6/30/2015
<input type="checkbox"/>	TT3	TT3 Test						Tran, Tuan	276	44		2013-15	6/30/2015
<input type="checkbox"/>	TT2	Test TT2						Tran, Tuan	276	27		2013-15	6/30/2015

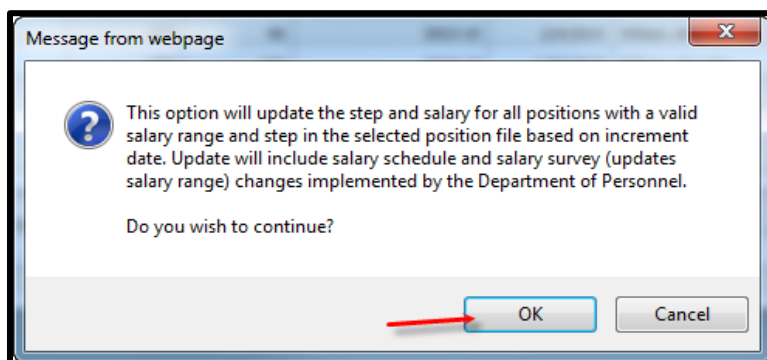
**Note:** The Make Position File Current option will update all positions with a valid salary range to apply any received increments or General Salary Increase increases since the salary was last updated. This step does not have an effect when the position file is already current. Make file current will update positions based on the salary schedule in effect as of the date the make file current is run, including any increments due since the position was last updated. For positions to be updated, it will first age the step and PID date following the PID increment rules on the salary schedule.

- It is the aged pay scale/range/step combination that will be used to update the position file. Update Positions that:
  - are classified.
  - are not Y-rated.
  - have a valid start date,
  - the position's end date is not earlier than the date the make file current is run.
  - the position's PayScale, salary range and step are valid for the salary schedule in effect.
  - the position's job class is not blank/null.
  - Updates are applied to:
    - Positions at the last step:
      - The salary
      - The update date.
    - Positions not at the last step:
      - The salary
      - The step
      - The increment date.
      - The update date.

The updates are applied to the entire file whether a filter is set or not. Make File Current updates all classified positions for the current salary schedule including recent General Salary Increases and any increments due since the positions were last updated.

2. A popup box will appear; the update will include updates to their increment dates as well as updates to the General Salary Schedule. Click **OK**, Do not leave the Screen.

 **Note:** **ONLY CLASSIFIED** positions will be updated. You can now do a bulk update on the non-classified positions.



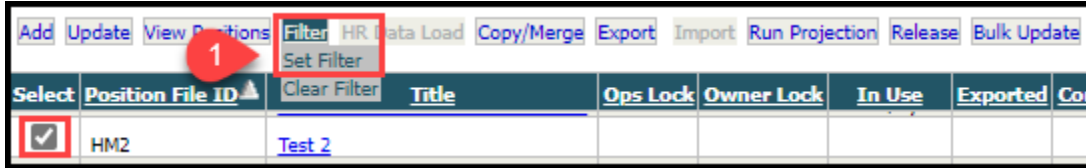
## Bulk Update: Requirements

To do a bulk update, the following items need to be filtered as described:

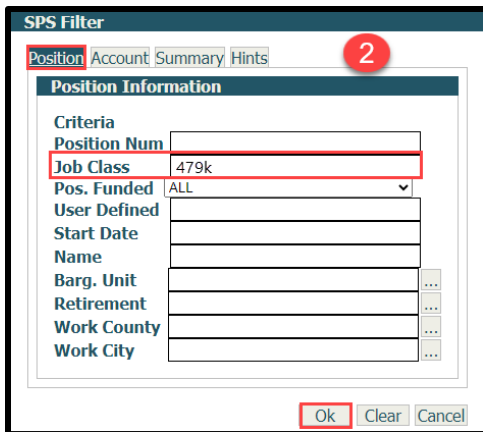
- **Program Index:** Needs to be filtered on a single program index to bulk update program index.
- **Expenditure Authority Index:** Needs to be filtered on a single expenditure authority index to bulk update expenditure authority index.
- **Organization Index:** Needs to be filtered on a single organization index to bulk update organization index.
- **Pay Scale:** Needs to be filtered on a single job class to update pay scale.
- **Job Class:** Needs to be filtered on a single job class to bulk update job class. A pay scale must be selected to provide a list of job classes. The bulk update will also update the pay scale.
- **Current Salary:** Ability to multiply or divide to update the Current Salary. To increase salaries by 3.2%, select Multiply and enter 1.032. Only positions that do not have a salary range will be updated.
- **Position Funded:** Any filter combination can be used to Bulk Update the Position Funded flag (e.g., filter on name = to update all positions with a blank name to Position Funded, No).
- **Bargaining unit:** Any filter combination can be used to Bulk Update bargaining unit (e.g., Filter on a job class with an organization index to update to a specific bargaining unit).
- **Backfill Indicator:** Used to indicate positions that require coverage in the case of leave. Any filter combination can be used to Bulk Update Backfill Indicator (e.g., Filter on a job class within a program index to update positions that require backfill).
- **Mix & Match:** There is the ability to mix and match any of the fields for multiple updates at one time (e.g., update job class and backfill indicator or update organization index and bargaining unit).

## Bulk Update: To a New Job Class

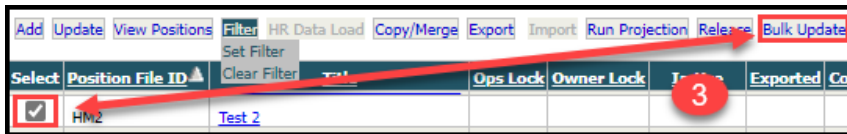
1. Select the Position File and the SPS Filter



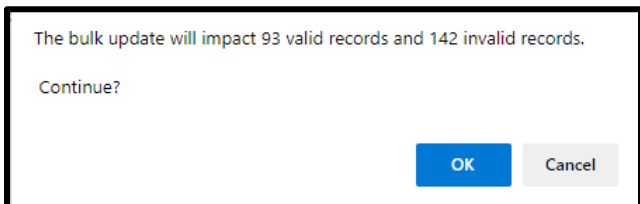
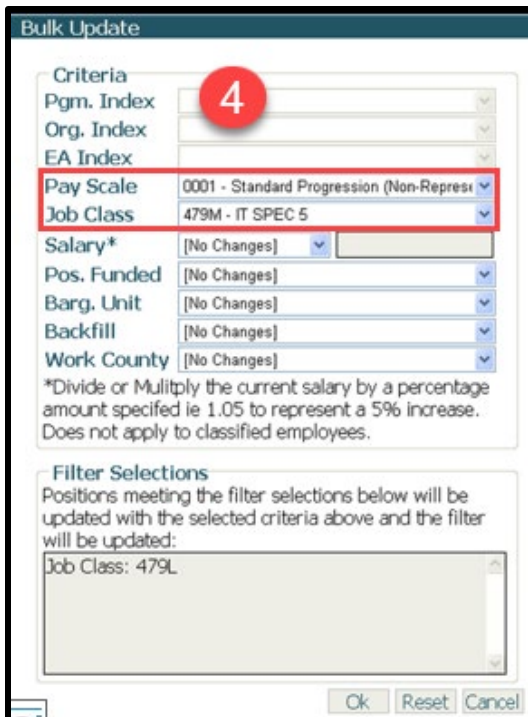
2. Select the **Position** tab. Enter a **Job Class** code to update. Then select **Ok**.



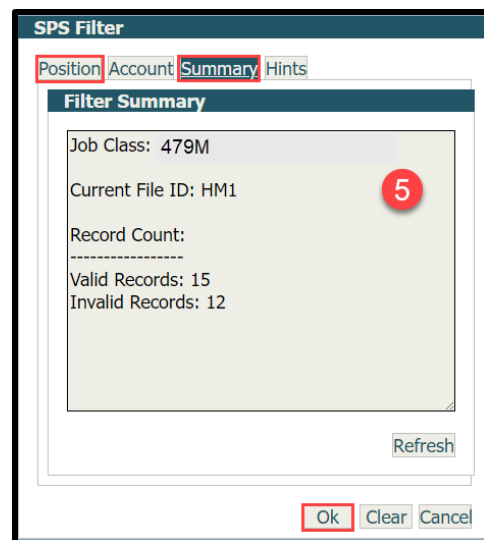
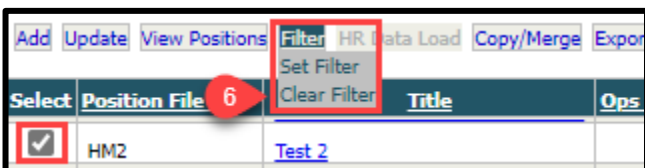
3. Select the position file to update and the **Bulk Update** tab.



4. Select the **Pay Scale** and appropriate **Job Class** for updating the positions. Then select **Ok**.



5. Select Ok when the expected number of records for update is correct. Review the list and note that the job class has been updated.
6. Select **SPS Filter** and Clear the filter.



**Note:** The position filter has been updated to the updated job class. If positions had already existed with this job class these will also display on the position list. If the updated job class had a different salary range, all positions would have received this salary range and the salary would have been updated to that salary range given the positions' current step. Positions that have ended with a date prior to today will not be updated.

### Bulk Update: Position Funding

1. Select **Filter/Set Filter** and select the **Account** tab. Enter a **Pgm. Index** code to update by either typing in the code or selecting the elipses then select **Ok**. Select the position file to update and the **Bulk Update** tab. Select the updated funding code for the funding element filtered on. **Note:** An update is only allowed for one program index, organization index, or expenditure authority index when the index is filtered to a single value. Funding options will not be available for selection when this is not true. However, updating all program indexes, organization indexes, and appropriation indexes is optional by filtering on one selection in each.
2. Select **OK** once the expected number of records is correct for the update. The position in the **Position Listing** will verify the funding update. **Note:** The position filter has been updated to the updated funding index. If positions had already existed with this index, these would display in the position list. See example steps above for screen populations.

### Bulk Update: Non-Classified Position Salaries

1. Select the position file to update and the Bulk Update tab.
2. Select the appropriate operator (Divide/Multiply) from the dropdown box next to Salary.
3. Enter the value for salary update.
3. Select **OK** when the expected number of records for update is confirmed. **Note:** The count should only include positions that match the filter criteria that do not have a salary range assigned. The position in the Position Listing will verify the salary update. See example steps above for screen populations.

### Bulk Update: WMS/EMS Salary Increase

1. Hover over the **Filter** and then select **Set Filter**
2. **Enter the Job Class** that you want to update (e.g. WMS and EMS positions) You can access Hints for your filter on the Hints tab
3. Check your filter results in the Summary window and check number of Valid Records that will be updated. **Note:** Only the WMS and EMS positions will be in the Position File List
4. **Select the Position File** that needs to be updated and click **Bulk Update**
5. **Select Multiply in the Salary\*** drop down

6. Enter the amount of increase that they have received (e.g. if they got a 3% increase then you multiply by 1.03)
7. Click OK; It will now tell you how many records it is updating (note that it is the same as the filter that was set). Click OK  
📖 Note: See example steps above for screen populations.

## Export Import

SPS allows users to export position data, update funding information, and import it back into SPS to allocate position funding. This will allow agencies that use labor distribution or cost allocation methods to update funding records outside of SPS and to have the updates reflected in SPS for allotments or CIM. Updates outside of SPS are most likely to happen in Excel but can happen in any system if a tab delimited .txt file is imported. 📖 Note: This functionality cannot be used to update position information. Position data must be updated manually, one position at a time.

1. Select the position file to export and the **Export/Funding** tab. 📖 Note: Export/Assignment Pay is only available for Washington State Patrol only. The following Export Data dialog box will display, select the **Export Data** button. The following File Download dialog box will display. Select **Save**

Position File List | Heidy McWain : 105 - Office of Financial Management

Agency: 105 - Financial Mgmt | Load

Buttons: Add, Update, View Positions, Filter, HR Data Load, Copy/Merge, **Export**, Import, Run Projection, Release, Bulk Update, Make File Current, Clear InUse, Reports, Delete

Select	Position File ID	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles Biennium	Extract Date
<input type="checkbox"/>	CH5	Browser Modernization Test Chrome				Funding		Harris, Cindy BudOps	595	135	2021-23	12/22/2021
<input checked="" type="checkbox"/>	CH6	DB Revision CH6 - 105				Funding		Harris, Cindy BudOps	283	58	2017-19	6/17/2019
<input type="checkbox"/>	CH7	GIT Test				Funding		Harris, Cindy BudOps	547	105	2021-23	7/30/2021

2. Use the Save As dialog box to select the location and name for saving the exported file then select **Save**. The **Save as Type** must be text. The document will be downloaded as a file. View the **Position File List** to make sure the Exported column says "Funding". 📖 Note: Once the file is exported it is marked as funding and the file cannot be updated. Users with Budget Operations access may set the **Exported** flag to None by going through Update on the Position File List.

Position File List | Export Data - Internet Explorer

Buttons: Add, Update, View Positions, Filter, HR Data Load, Copy/Merge, Export, Import, Run Projection, Release, Bulk Update, Make File Current, Clear InUse, Reports, Delete

Select	Position File ID	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count
<input type="checkbox"/>	CH7	GIT Test				Funding		Harris, Cindy BudOps	547
<input type="checkbox"/>	CH8	CH8 Test				Funding		Harris, Cindy BudOps	547
<input type="checkbox"/>	CH9	Salary Schedule 111T				Funding		Harris, Cindy BudOps	547
<input type="checkbox"/>	CH4	57988 SPS Update Claim Exp Rate				Funding		Harris, Cindy BudOps	51
<input type="checkbox"/>	CH1	am				Funding		Patterson, Heather	52
<input type="checkbox"/>	C1	SPS Browser Modernization test1				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	C2	Browser Modernization test2				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	C3	SPS Browser Modernization test1_3C				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	C4	Browser Modernization IE Bulk Libd				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	C5	Browser Modernization Edge Bulk Libd				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	C6	Browser Modernization Chrome Bulk Libd				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	C7	Funding Test 2				Funding		Harris, Cindy BudOps	99
<input type="checkbox"/>	CM1	Dataload for CIM 2011-13				Funding		Lidren, Stephanie	35
<input type="checkbox"/>	CM2	Dataload for CIM 2013-15				Funding		Lidren, Stephanie	24
<input type="checkbox"/>	CM3	Dataload for CIM 2015-17				Funding		Lidren, Stephanie	24
<input type="checkbox"/>	CM5	Dataload for CIM 2015-17-May 2014				Funding		Lidren, Stephanie	24
<input type="checkbox"/>	DB1	WCHCS 2013				Funding		Lehman, Bruce	99
<input type="checkbox"/>	DB2	SenetWA CY14 updated				Funding		Lehman, Bruce	99

Do you want to open or save Funding\_Export\_C17.txt (819 bytes) from qa.sps.ofm.wa.gov? | Open | Save | Cancel

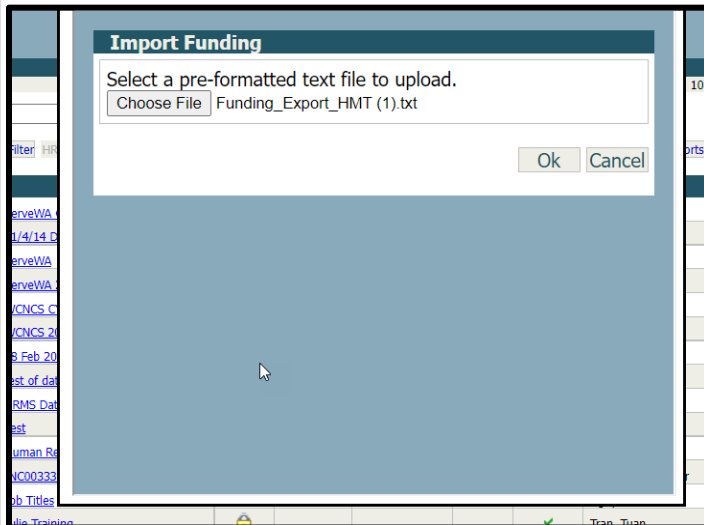
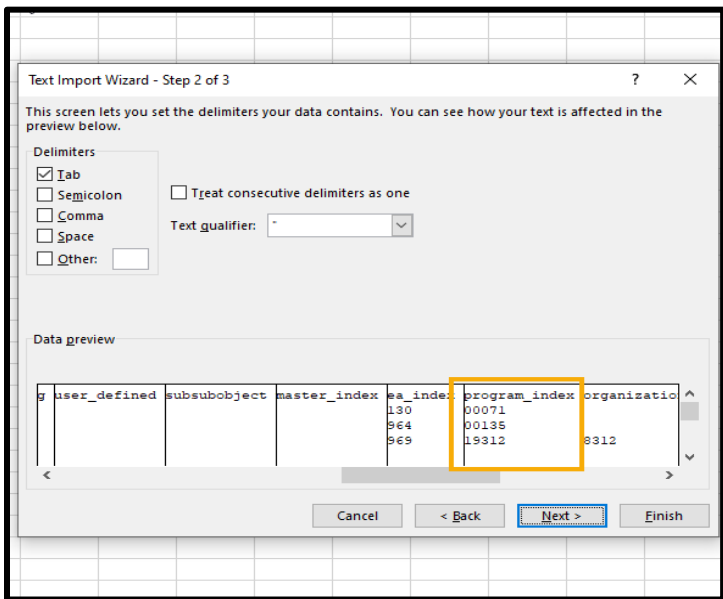
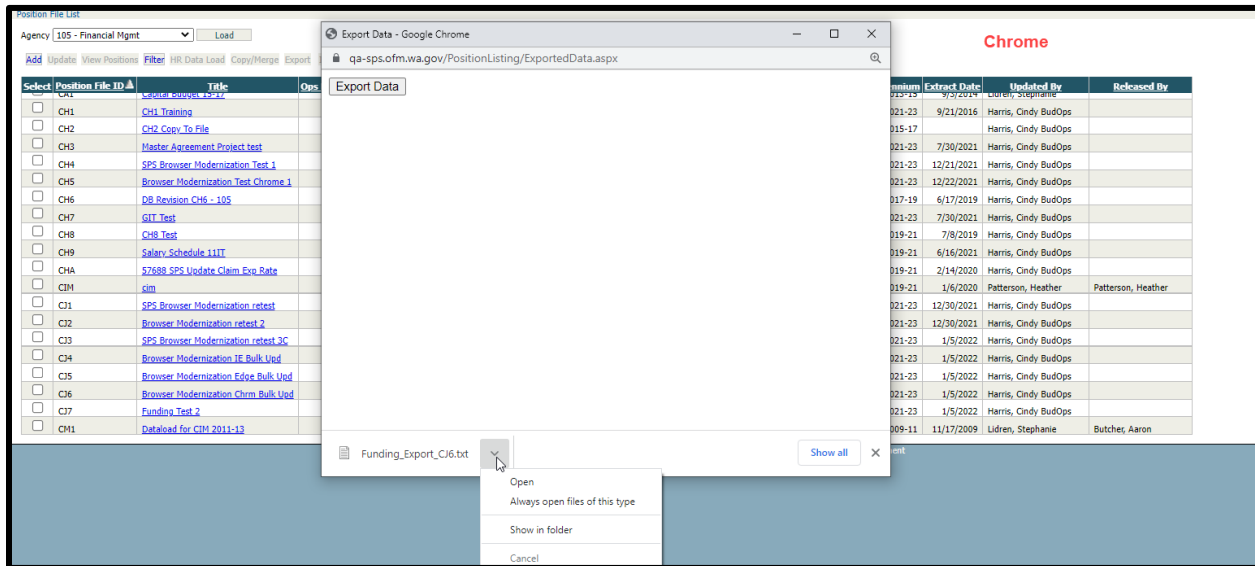
Salary Projection System | Position Files | Projections

Trainer Training : 103 - Community, Trade & Economic Develop

Buttons: Add, Update, View Positions, Filter, HR Data Load, Copy/Merge, Export, Import, Run Projection, Release, Bulk Update, Make File Current, Clear InUse, Reports, Delete



Select	Position File ID	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles Biennium	Extract Date	Updated By	Released By
<input type="checkbox"/>	TR1	Trainer Training				Funding		Training, Trainer	414	41	2007-09	10/22/2008	Training, Trainer	
<input type="checkbox"/>	TR2	Trainer - Copy To File				Funding		Training, Trainer	79	0	2007-09	10/22/2008	Training, Trainer	

3. Open **Excel**, select **File/Open**, Change the Files of Type to **Text Files**, and select **Open** to open the Exported file. This will bring up the Text Import Wizard. Choose a TXT file.



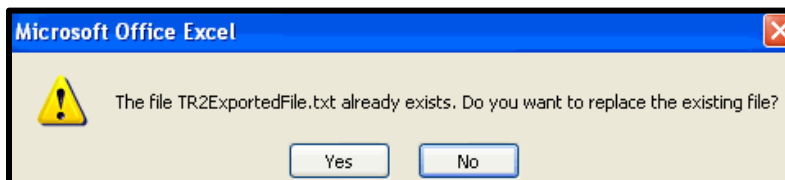
4. Select OK and the document will load. For each column that has data that begins with a zero, click the column then select **Text** under **Column data format**. **Note:** This step is critical so that data does not lose leading zeros once imported into Excel. For example, without this step, Fund 001 will be imported as Fund 1. There is a short cut of holding down the Shift key to highlight selected columns plus all columns in between the following:

- Position Number
- Person ID
- Payroll Organization
- Sub-SubObject
- Master Index
- Appropriation Index
- Program Index
- Organization Index
- Project
- Subproject
- ProejectPhase
- Budget Unit
- Allocation code

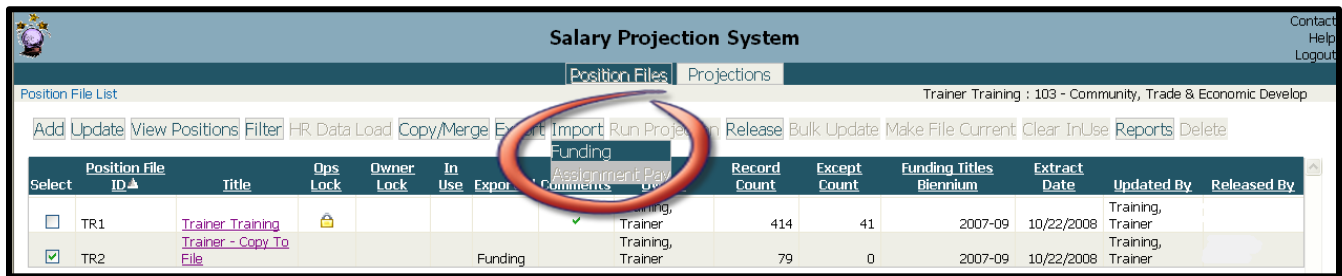
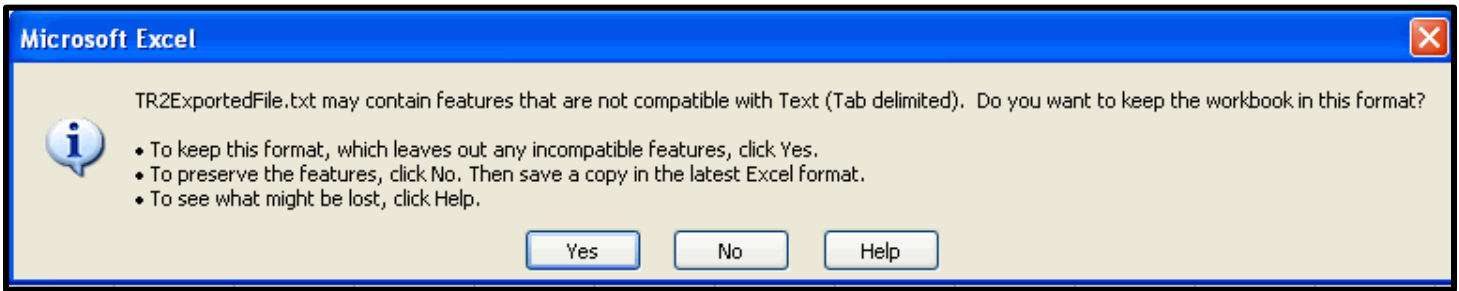
5. Select **Finish** once all required columns are marked as **Text** to open the file. With the opened file the account code funding elements on a position can be changed or additional rows in Excel to provide additional lines of funding can be created.  **Note:** Do not use this to update position data such as job class or job class title.  **Note:** The chart below shows the data rules and examples.

Header	Datatype	Example	Imported?	Import Validation
agency*	char(3)	105	No	1. Required 2. Must match file
position_group_id*	char(3)	010	No	1. Required 2. Must match file
person_name	varchar(30)	Doe, John	No	N/A
job_class_ttl	char(16)	COM VEH ENF OF 2	No	N/A
position_num*	char(8)	0186	No	1. Required 2. Must match with exported position
position_start_dt*	datetime	01/01/2005	No	1. (Required) Must be a valid datetime (tier 1) 2. Must match with exported position
person_id*	int	12345	No	1. (Required) Must be a valid int (tier 1) 2. Must match with exported position
payroll_org	char(6)	123456	No	N/A
user_defined	char(5)	12345	No	N/A
subsubobject	char(4)	1234	Yes	1. If used, must meet length and allowable character rules
master_index	char(8)	12345678	Yes	1. If used, must meet length and allowable character rules
ea_index	char(3)	030	Yes	1. if used, must meet length and allowable character rules
program_index	char(5)	00150	Yes	If used, must meet length and allowable character rules
organization_index	char(4)	2400	Yes	1. If used, must meet length and allowable character rules
project	char(4)	EXY1	Yes	1. If used, must meet length and allowable character rules
subproject	char(2)	01	Yes	1. Must not be used if project is not used. 2. If used, must meet length and allowable character rules
project_phase	char(2)	01	Yes	1. Must not be used if project or subproject is not used. 2. If used, must meet length and allowable character rules
budget_unit	char(3)	G75	Yes	1. If used, must meet length and allowable character rules
allocation_code	char(4)	9999	Yes	1. If used, must meet length and allowable character rules
proration_pct	numeric(4,1)	100.0	Yes	1.If used, must be a valid numeric(4,1) (tier 1)
<b>Note: all validation is tier 2 except where noted.</b>				

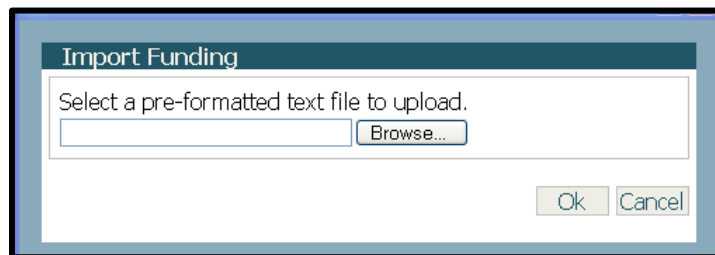
6. **Save As**, reselect the exported file name and **save**, select **Yes** to replace the existing file.  
7. **Yes**, to the notice below to keep the workbook in the text format.



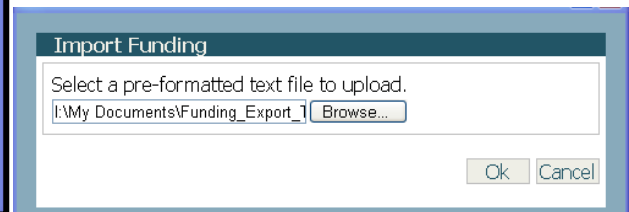
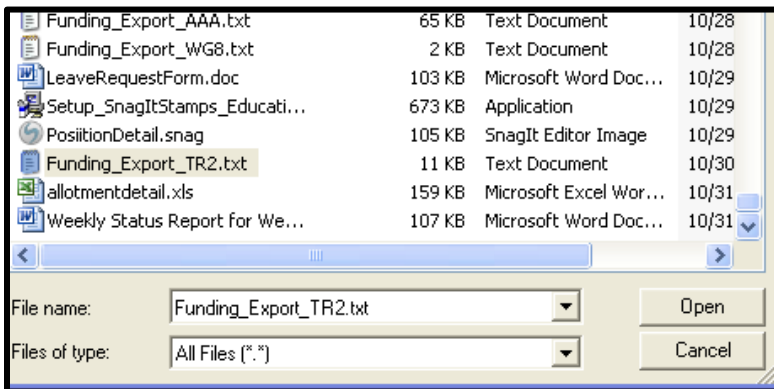




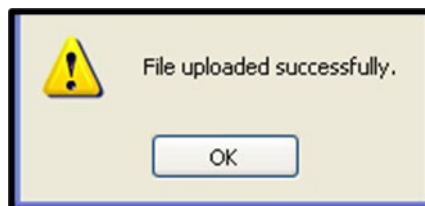
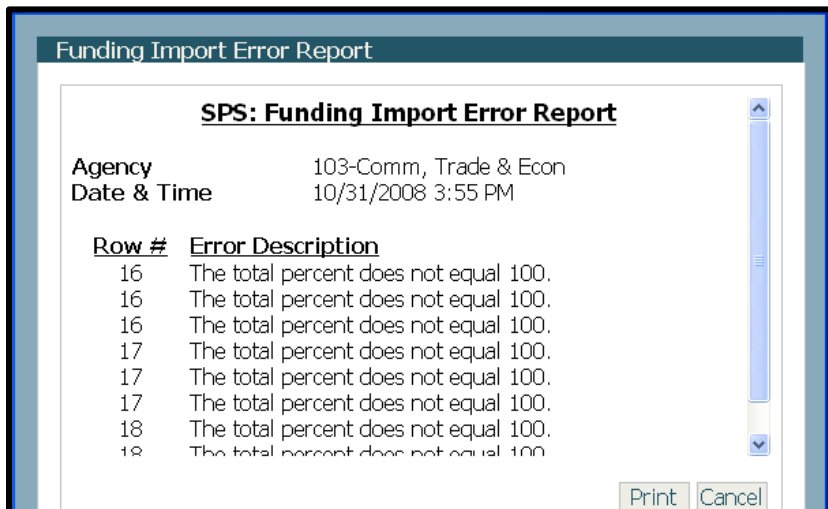
8. Browse for the exported file from the Import Funding dialog box.



9. Select the file to import and select **Open**. Verify the file was filled in correctly in the Import Funding dialog box and select **Ok**.



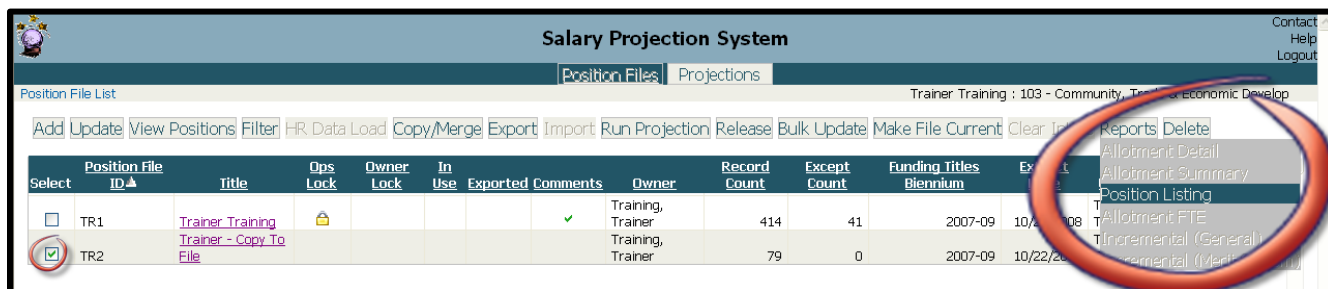
**Note:** If there are errors, a Funding Import Error Report will be received that can be printed. Once everything has been corrected and is in the correct format the following message will display.



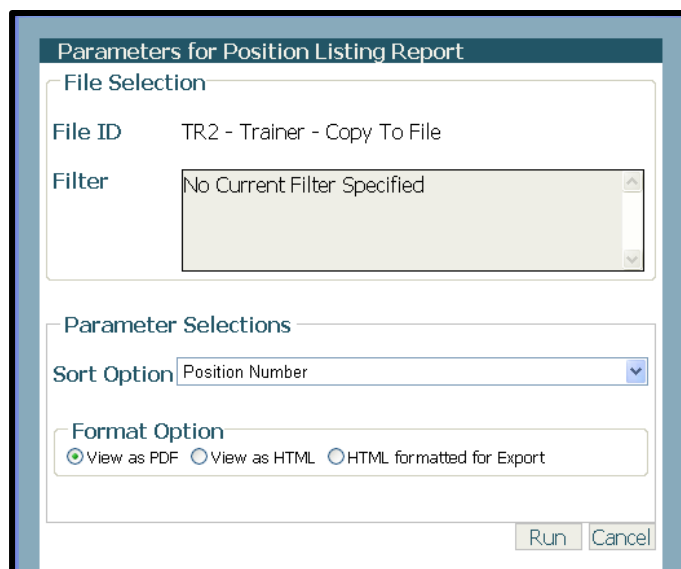
## Projections

### Verify Position File

1. Select the position file to verify and the Reports/Position Listing tab. **Note:** Position reports will only be enabled under Position on the Application tab bar; projection reports will only be enabled under Projections on the Application tab bar. This will display the Report Parameter Selections dialog box.



2. Select the **Sort** option of Position Number by clicking the down arrow. Also,
3. Select a **Format Option** of View as PDF by clicking on the radio button in front of the option. **Note:** There are three format options “View as PDF” is designed for printing, “View as HTML” is available for quick navigation to a position and for export, column titles may overlap, and “HTML formatted for Export”.
4. **Run** will generate the report. Only one report can be run at a time; previously generated reports will be overwritten by the new parameter selections.
5. The printer icon will print the report, Select the X in the upper right-hand corner to close the report screen.
6. Verify the data or route to manager for verification.
7. If errors exist, **return to the Position Listing to Edit, Add, or Delete** position records as necessary. The report includes an Invalid column to easily identify any position records that remain in the file as invalid.



**Note:** When an HTML format option is chosen, the **Save As** icon will present options for exporting the report as a Crystal Report, Adobe Acrobat (PDF), Excel, Word, or Rich Text Format (RTF). It is also possible to export the report to an e-mail.

SPS003

**Salary Projection System**  
Position Listing Report

1/9/2009  
Page 1 of 7  
1:00:36PM

Position File: TR2 Trainer - Copy To File  
Agency: 103 Community, Trade & Economic Develop  
Filter Selections: No filter applied  
Sort By: Position Number

Pos #	Name	Job Class	Title	Reg	Sup	Total Salary	% FT	Start Date	End Date	Increment/ Review Date	PRO %	PI	OI	EAI	Sub Obj	Sub Proj	Proj Phase	Budgeting Unit	Repayment	Work County	Funded	Availd
70004395	Vacant-New Hire	542W	EN FAC SITE SPEC	60	D	4,653.00	100.0	11/16/08		11/16/09	100.0	12401		012	AA	1241	02	00	P2	Thurston	Y	N
70004410	Employee 00017	EX051	Directors Secretary			6,141.42	100.0	11/10/03		07/01/09	100.0	11200		012	AC	1120	01	00	P2	Thurston	Y	N
70004418	Employee 00023	106K	MANAGER, OFFICE	49	I	4,014.00	100.0	01/01/07	11/29/08	06/01/09	100.0	13100		012	AA	1310	01	00	P2	Thurston	Y	N
70004420	Employee 00013	EMS01	EMS BAND 1			5,263.00	100.0	09/01/07		05/01/09	100.0	11100		012	AC	1110	01	00	P2	Thurston	Y	N
70004427	Employee 00008	100J	OFF ASST 3	31	L	2,789.00	100.0	09/16/08		06/18/07	100.0	13100		012	AA	1310	01	00	P3	Thurston	Y	N
70004428	Employee 00009	479J	IT SPEC 2	54	E	4,114.00	100.0	04/01/08		04/01/09	100.0	13101		012	AA	1311	01	00	P2	Thurston	Y	N
70004442	Employee 00004	19104	HUMAN RESOURCE	54	E	4,114.00	100.0	06/09/08		06/09/09	50.0	13102		012	AA	1312	01	00	P2	Thurston	Y	N
70004442	Employee 00004	19104	HUMAN RESOURCE	54	E	4,114.00	100.0	06/09/08		06/09/09	25.0	44101	967	AA	4405	02	00	P2	Thurston	Y	N	
70004442	Employee 00004	19104	HUMAN RESOURCE	54	E	4,114.00	100.0	06/09/08		06/09/09	25.0	47105	020	AA	4700	03	00	P2	Thurston	Y	N	
70004458	Employee 00012	479M	IT SPEC 5	66	L	6,375.00	100.0	12/01/06		07/01/07	100.0	13101		012	AA	1311	01	00	P2	Thurston	Y	N
70004478	Employee 00071	114F	Procurement and	45	L	3,918.00	100.0	06/01/04		07/01/07	100.0	13100		012	AA	1310	01	00	P2	Thurston	Y	N
70004564	Employee 00046	119E	HUMAN RESOURCE	45	J	3,726.00	100.0	07/01/08		07/01/09	100.0	13102		012	AA	1312	01	00	P2	Thurston	Y	N
70004578	Employee 00022	479L	IT SPEC 4	62	L	5,958.00	100.0	02/05/03		07/01/07	100.0	13101		012	AA	1311	01	00	P2	Thurston	Y	N
70004579	Employee 00038	479M	IT SPEC 5	66	A	5,010.00	100.0	07/01/08		01/01/09	6.3	12100		012	AA	1210	01	00	P3	Thurston	Y	N
70004579	Employee 00038	479M	IT SPEC 5	66	A	5,010.00	100.0	07/01/08		01/01/09	3.5	13101		012	AA	1311	01	00	P3	Thurston	Y	N

## Run a Projection

The process of running a projection is separate from the process of running a report, a projection will run on the entire file whether a filter is set or not. This will bring up the SPS Run Projection dialog box.

**Salary Projection System**

Position Files | Projections

Position File List: Trainer Training : 103 - Community, Trade & Economic Develop

Add Update View Positions Filter HR Data Load Copy/Merge Export Import **Run Projection** Release Bulk Update Make File Current Clear InUse Reports Delete

Select	Position File ID	Title	Ops Lock	Owner Lock	In Use	Exported	Comments	Owner	Record Count	Except Count	Funding Titles Biennium	Extract Date	Updated By	Released By
<input type="checkbox"/>	TR1	Trainer Training					✓	Training, Trainer	414	41	2007-09	10/22/2008	Training, Trainer	Training, Trainer
<input checked="" type="checkbox"/>	TR2	Trainer - Copy To File						Training, Trainer	79	0	2007-09	10/22/2008	Training, Trainer	Training, Trainer

- Select the Projection Parameters to be included in the projection calculation. COLA increases WILL show for non-exempt positions in a Salary Schedule. COLA increases will not be shown in the projections for EXEMPT positions. The COLA is calculated during the data import into CIM. Please include all four steps:
  - Include increments/merit increases will apply step increases to classified employees.
  - Include General Salary Increase (GSI) will look to see if a GSI adjustment has been indicated for the projection period by the SPS administrator and apply the increase.
  - Include 6767/salary survey will check for changes in the Job Class schedule for salary range in the projection period and calculate the salary using any new salary ranges found.
  - Include only positions marked "Funded" in projection results will exclude any positions that are not checked funded.

2. Select the Biennium for which to project salaries.
3. Select the Starting Fiscal Month for the projection. **Note:** The display of the dropdown list box options is FM – Name (i.e., 14 – September is September of the second fiscal year). Picking a fiscal month other than 01-July will create zero amounts in preceding fiscal months.
4. Select an option for the Projection Results.
5. View results as a report will create an Allotment Summary report without first saving the projection data. The projection data is available to save once the report is displayed.
6. Save results then view as a report will request a file ID and title to save the projection results prior to running the Allotment Summary report.

7. Save results will request a file ID and title to save the projection results, but no report will be produced. If the file is saved, the reports available for the projection file will run from the reporting option.
8. Run will start the projection process.

9. Enter a desired Projection File ID and Title for the projection result. **Note:** The Projection Files are independent of the Position Files. Any ID including the same ID as used for the Position File is allowable. If the ID has already been used for the selected Projection Period for the indicated biennium and have the authority to delete a projection file, OVERWRITE the existing projection file will pop up, be aware that the previous projection file will be deleted before the new one with the same Projection File ID is created. **Note:** Occasionally, a Run Projection failed! This message will display when a projection file with the same ID already exists.

Edit Access users can overwrite/delete their own files, OFM Administrators and Budget Operations can overwrite/delete any file. The system will automatically default to the chosen position file ID and Title.

**Note:** The parameters selected to run the projection are saved with the Projection file and are available in the Projection File list as well as displayed in reports. Comments additions are available to enter information not otherwise captured.

## Update Projection Comment or Lock the File

The Projection File List screen is used to view information about agency projection files as well as perform various tasks with those files. Informational items include number of records, file owner, extract date, etc. Functions (depending on security levels) can lock projection files, enter file comments, or change file title. Each column can be sorted in ascending or descending order according to user preference.

Select Projections from the Application tab bar.

Select	Biennium	Projection File ID	Title	Ops Lock	Comments	Owner	Record Count	Extract Date	Position File ID	Starting Fiscal Month	Includes Increments	Includes General Increase	Includes 6767/Salary Survey	Includes Funded Only	Funding Titles Biennium
<input type="checkbox"/>	2009-11	TR2	Trainer - Copy To File		✓	Training, Trainer	72	10/22/2008	TR2	01 - July	✓	✓	✓	✓	2007-09

1. **Activities Bar:** Perform actions related to a specific projection file or files.
  - Update: the projection file title, comments, and operations lock depending on security permissions.
  - Filter: Set or clear the filter for the projection reports.
  - Reports: Run projection reports for a projection file chosen.
  - Delete: Delete one or several projection files.
2. **Projection File Selection Box:** Work within a particular projection file(s)
3. **Biennium:** Indicates for which biennium the projection file was run.
4. **Projection File ID:** Displays the chosen three-character ID.
5. **Projection File Title:** Displays the chosen title.
6. **Operations Lock:** Displays a lock indicator if an operations user has locked the file, remove this lock the update tab.
7. **Comments Indicator:** Displays any comments associated with the projection file. To view click on the check mark and to close click the check mark again, change comments in the update tab.
8. **Owner:** Displays who owns the projection file and by hovering over the name, the date and time the projection was run will appear.
9. **Record Count:** The total number of records in the projection file.
10. **Extract Date:** The date the HR Data was loaded into the position file.
11. **Position File ID:** The three-character ID of the Position file for which the projection was run.
12. **Starting Fiscal Month:** The chosen starting month for which the projection begins.
13. **Includes Increments:** A check mark if increments were included in the projection.
14. **Includes General Increases:** Displays a check mark if general salary increases were included in the projection.
15. **Includes 6767/Salary Survey:** Displays a check mark if 6767/Salary Survey salary increases were included in the projection. **Note:** By default, the 6767/Salary Survey parameter is always included, so the projection file list will always show this as checked.
  - **Includes Funded Only:** Displays a check mark if Only Positions Marked Funded were included in the projection.
  - **Funding Titles Biennium:** Displays from which biennium the funding titles are edited against.

Select the projection file and the Update tab to change the Comments, Lock the file and save will close.

The projection results are now saved as an independent file. There are five varieties of projection reports available for reporting the results with several flexible sort options. Reports may also be filtered to limit the type of position projections included in the report.

Select	Biennium	Projection File ID	Title	Ops Lock	Comments	Owner	Record Count	Extract Date	Position File ID	Starting Fiscal Month	Includes Increments	Includes General Increase	Includes 6767/Salary Survey	Includes Funded Only	Funding Titles Biennium
<input type="checkbox"/>	2009-11	TR2	Trainer - Copy To File		✓	Training, Trainer	72	10/22/2008	TR2	01 - July	✓	✓	✓	✓	2007-09

## View Projection Reports

1. Select the projection file and the Reports tab to see the available reporting options.
2. Select the Allotment Summary report. This will display the Report Parameter Selections dialog box.
  - Select Sort Option/Program,
  - Subprogram and
  - Format Option/View as PDF.

**Note:** Each sort option will create a report with sorting and subtotals as chosen. All summary reports will be subtotaled on Appropriation Index within the selected group. SPS groups Appropriation Index based on the first two characters when defined with the same fund and appropriation type, so that related Appropriation Indexes (i.e., 011 and 012, both fund 001 and appropriation type 1) will be displayed on the same page.

3. Run to view report, this may appear in a browser tab and not in a document reader.

Salary Projection System													Page 1 of 61
Allotment Summary Report													5/16/2019
													12:11:08PM
Projection File:	541 next bien											Increments:	Yes
Agency:	105 Office of Financial Management											6767:	Yes
Biennium:	2019-21	StartingFiscalMonth: 01 - July									COLA:	Yes	
ProjectionRunDate:	05/01/2019	Position File: 541 next bien									Funded:	No	
Filter:	No filter applied												
Sort By:	Program, SubProgram												
Program:	010 Administration												
SubProgram:													
Expenditure Authority Index:	012 Salaries and Expenses - FY2												
Fiscal Year 2020	July	August	September	October	November	December	January	February	March	April	May	June	Total
Staff Months	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	80.40
AC State Exempt	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	693,084
Salary Total	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	693,084
BA OASI	578	578	521	443	443	377	578	578	578	578	578	578	6,408
BB Retirement	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	69,312
BC Medical	167	167	167	167	167	167	167	167	167	167	167	167	2,004
BD Health	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	81,600
BH Medicare	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	13,860
BK PFML	1,733	1,733	1,564	1,329	1,329	1,132	1,733	1,733	1,733	1,733	1,733	1,733	19,218
Benefits Total	16,209	16,209	15,983	15,670	15,670	15,407	16,209	16,209	16,209	16,209	16,209	16,209	192,402
Total Salary + Benefits	73,966	73,966	73,740	73,427	73,427	73,164	73,966	73,966	73,966	73,966	73,966	73,966	885,486
Fiscal Year 2021	July	August	September	October	November	December	January	February	March	April	May	June	Total
Staff Months	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	6.70	80.40
AC State Exempt	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	693,084
Salary Total	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	57,757	693,084
BA OASI	578	578	521	443	443	377	578	578	578	578	578	578	6,408
BB Retirement	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	69,312
BC Medical	167	167	167	167	167	167	167	167	167	167	167	167	2,004
BD Health	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	81,600
BH Medicare	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	13,860
BK PFML	1,733	1,733	1,564	1,329	1,329	1,132	1,733	1,733	1,733	1,733	1,733	1,733	19,218
Benefits Total	16,209	16,209	15,983	15,670	15,670	15,407	16,209	16,209	16,209	16,209	16,209	16,209	192,402
Total Salary + Benefits	73,966	73,966	73,740	73,427	73,427	73,164	73,966	73,966	73,966	73,966	73,966	73,966	885,486

4. Select Filter/Set Filter and the Position tab.

**Note:** The filter allows a search on last name only. This can be a partial or full last name. The filter does not allow commas or spaces. By entering the "\*" the filter will look for all names that match the letters entered here Reports/Allotment Detail tab will open Sort Option/Position Number and Format Option/View as HTML option.

**Note:** The Allotment Detail report will show all details for each combination of position number, person, and fund code.

SPS001		Salary Projection System										Page 1 of 32	
		Allotment Detail Report										5/16/2019	
												2:06:40PM	
Projection File:	516 PFML											Increments:	Yes
Agency:	163 Consolidated Technology Services											6767:	Yes
Biennium:	2017-19	Starting Fiscal Month:	01 - July									COLA:	Yes
Projection Run Date:	05/16/2019	Position File:	516 PFML									Funded:	No
Sort By:	Position Number												
Filter:	No filter applied												
Position Number:	71027130	Part Time Percent:	100.00	Job Class:	OFM006 OFM Exec Mgr	Program Index:	L0120						
Name:	no name listed	Range:		Step:		Organization Index:	1200						
Position Start Date:	04/16/2012	Termination Date:		Increment Date:		Proj/Subproj/Phase:	ITMO//						
Pay Code:	S	Retirement Plan:	P2 PERS Plan 2	Fund-AT:	458-1 Consolidated Tech Serv Revol	Budget Unit:							
Expenditure Authority Index:	070 CTS Services (OCIO - Appropriated)											Proration Percent:	100.00

Fiscal Year 2018	July	August	September	October	November	December	January	February	March	April	May	June	Total
Staff Months	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00
AC State Exempt	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	154,524.00
Salary Total	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	154,524.00
BA OASI	798.37	798.37	798.37	701.03	0.00	0.00	128.77	128.77	128.77	128.77	128.77	128.77	3,868.76
BB Retirement	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	19,346.40
BC Medical	43.98	43.98	43.98	43.98	43.98	43.98	39.58	39.58	39.58	39.58	39.58	39.58	501.36
BD Health	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	10,956.00
BH Medicare	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	3,090.48
BK PFML	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits Total	3,625.09	3,625.09	3,625.09	3,527.75	2,826.72	2,826.72	2,951.09	2,951.09	2,951.09	2,951.09	2,951.09	2,951.09	37,763.00
Total Salary + Benefits	16,502.09	16,502.09	16,502.09	16,404.75	15,703.72	15,703.72	15,828.09	15,828.09	15,828.09	15,828.09	15,828.09	15,828.09	192,287.00

The report header identifies the filter set and page headers that indicates the person, position, and funding the page represents. **Note:** The Allotment Detail report will show anomalies in the Allotment Summary at the detail level. It is recommended to not print an Allotment Detail report for the entire agency. The details of the projection are saved in SPS with the projection file and can be reported at any time producing the same results as the initial report. **Note:** Filter the report down to 3,000 records to run the allotment detail report.

## CIM Data Release

OFM requests position data once per biennium. This data is loaded into OFM's Compensation Impact Model (CIM) to develop scenarios to support labor relations and bargaining or determine compensation change allocations to agencies per enacted budgets. This data is collected well in advance of the biennium in which it will be used. Data submitted for CIM should reflect an estimated maintenance level of the ensuing biennium budget. **To ensure accuracy please follow the below rules.**

- **Salary increases and step progressions** scheduled to occur between the file preparation and the end of the biennium will be applied systematically by OFM.
- **Do not check the Special Pay box** to adjust for assignment and/or premium pay such as dual language, IT Supervisor, King County premium, etc. Position pay information for assignment pay, standby, call back, shift differential and other types of premium pay are loaded from another data source. Specific types of position pay are combined with base pay, when appropriate, using wage type level business and projection rules within CIM. **Note:** We are aware that SPS may populate an error when wage type increases are automatically included. The error states that "The salary does not match salary in the state salary schedule." If this happens please select the correct range and step for the employee's base salary and save.
- **Please make sure that agency submittals with FTEs are not higher or lower than expected.** It is very important that you run a projection and related reports to ensure your position file reflects anticipated FTE and salary levels.
- **The file should include appropriated, non-appropriated and non-budgeted positions.**
- **All bargaining unit coding and all represented staff are correctly coded to bargaining units and their corresponding pay scale types.** Ensure all non-represented bargaining unit coding is accurate for both classified and exempt positions.
- **Add vacancies if needed** (filling in all required fields, including the Bargaining Unit code)

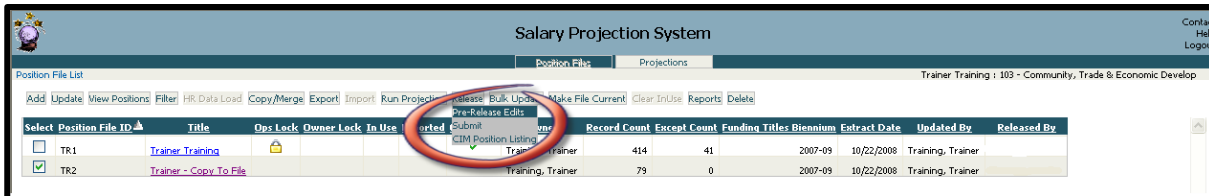


- **Retirement system codes are entered for all employees.** For employees who are not members of a retirement system or positions that are not eligible for retirement, including students, use the code NE.
- **Only positions requiring relief have the backfill indicator selected.** This applies to positions where an incumbent is absent or the position is vacant, another employee must provide coverage for the vacant position's scheduled shift.
- **Only indicate the position that requires the backfill/relief,** not the position that may provide relief for a vacant or absent backfill/relief position
- **The Work County Code and the Work City Name must be accurate for each position.** Among other uses, this data will be used to determine position eligibility to apply the five percent King County premium pay systematically.
- **Hourly employees have an accurate work period percent** to reflect an annual average percentage for time they are paid.
- If you have **seasonal employees or part-time employees**, please determine the average annual percent of time worked and indicate that figure in the % Full Time field. Please note that the Variable Part-Time field in SPS does NOT translate to OFM's Compensation Impact Model.
  - Example: You have staff who work only April through September — they work 5 months at full time, 1 month at 88 hours, and 6 months at 0% time. Calculate the average this way:  $5 \times 176 = 880$  hours + 88 hours + 0 hours = 968 hours. Divide  $968/2088$  (# of work hours in a year) = 46%. Enter 46% into the % Full Time field.
- **Account codes are verified,** do not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for compensation data.
- **A manual collection of data on agency assignment pay is not necessary.** Assignment pay or additional premium pay data will be extracted from Statewide HR and added on to the base salary as appropriate. This will include, but is not limited to IT supervisor premium, shift premium pay, as well as Group A, B, and C assignment pays.
- If your agency **averages fund splits**, be aware this method could result in incorrect funding if salary increases are implemented for targeted job classifications.
- **Select a current HRMS payroll file in SPS,** "HR Data Load," to work from to build your compensation data submittal. Load data into a newly created position file within SPS.
- **Make corrections to funding sources and percentages.**
- Either **remove or end positions** that are not funded through the end of the 2025-27 Biennium (based on your current budget).
- **Verify an appropriation index (AI)** for all employees is used, as SPS uses the AI to identify the account and expenditure authority type for each employee for the release to CIM.
- Please **do not create multiple positions** to mimic step increases by ending one position and creating a second position at the higher step. This creates system issues when the data is loaded from SPS to CIM (each record is counted as a different position, resulting in multiplied staffing data). Step increases are handled automatically in both systems for classified staff. For exempt staff, use the average biennial salary for each person. Duplicative records will have to be deleted from the data.
- **Do not include extra positions** to cover funding increases for overtime pay as this distorts the agency's base pay.
- **Do not check the Special Pay box** to adjust for assignment and/or premium pay such as dual language, IT Supervisor, King County premium, etc. Position pay information for assignment pay, standby, call back, shift differential and other types of premium pay are loaded from another data source. Specific types of position pay are combined with base pay, when appropriate, using wage type level business and projection rules within CIM.

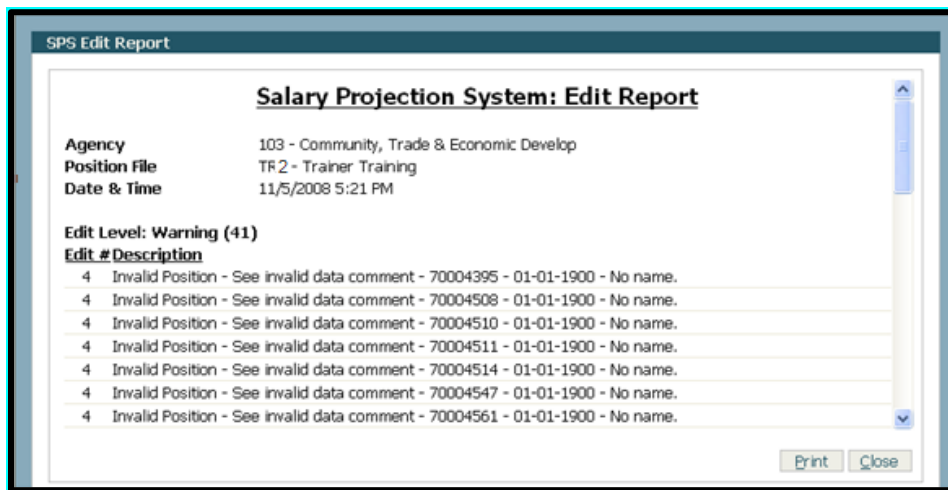
## Pre-Release Edit Report

Please do not use the next or current biennium when submitting data, the titles may not yet exist in AFRS and could make the positions invalid. **For example, use the 2023-25 Funding Titles Biennium when creating the 2025-27 CIM file.** 📖 **Note:** Do not use the multiplier feature on the position detail screen during the CIM release, each position must be created separately.

Prior to releasing information checking the CIM Pre-Release Edit Report will show any errors that would occur. Select the Position File Selection box, and then select the Release/Pre-Release Edits tab from the activities bar. This will display the Salary Projection System: Edit Report.

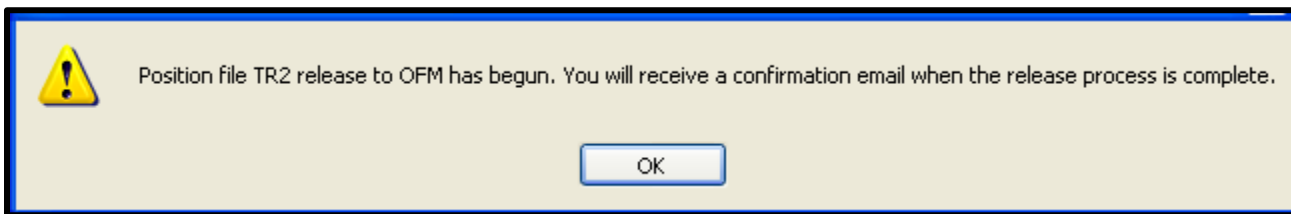


**Note:** This report will show critical errors required to be fixed and warning errors to evaluate. If the warnings are not fixed, those positions will not be included in the released information. This report will run unfiltered even if a filter is set.

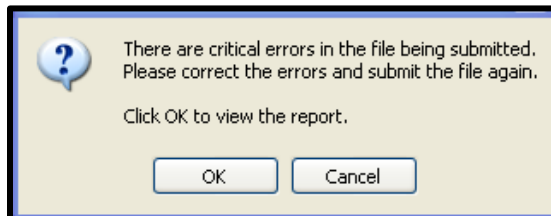


## Release to OFM

When the files are ready to be released select the Position File Selection box, check the files to be released and then select the Release/Submit tab from the activities bar. The following message will display:



If there are critical errors the following message will Pop up



Selecting OK will bring up the Salary Projection System: Edit Report. Once the release is complete, an e-mail will be sent out to the user. "Agency 105 has successfully submitted their SPS position file to OFM for inclusion in the compensation data collection process for 2025-27." Release/CIM Position Listing report tab will view the

details of the file that was released to CIM. (See [Report Examples](#)) This will display the salary applicable for that position at the beginning of the biennium released (it ages the positions by applying any applicable increment/merit increases and general salary increases). A column that states if a position was released or not. This is the only place currently that released CIM information can be viewed.

**Note:** The release will send all valid records that do not end before the start of the ensuing biennium to the CIM database. **Note:** This report will display the last released information, so if this information was released more than once, the released information based on the first release will be gone from the CIM Position Listing report.

## SPS Reports

### Position Listing

Position Listing Report by Position Number has the following sort options:

- Program Index, Position Number
- Name, Program Index, Position Number

SPS003		Salary Projection System Position Listing Report															1/9/2009 Page 1 of 7 3:42:33PM						
Position File:		*** Position File Released to CIM																					
Agency:		103 Community, Trade & Economic Develop																					
Filter Selections:		No filter applied																					
Sort By:		Position Number																					
Pos #	Name	Job Class	Title	Range	Step	Total Salary	% FT	Start Date	End Date	Increment/ Review Date	PRO %	PI	OI	EAI	Sub Obj	Proj	Sub Proj	Proj Phase	Beginning Unit Retirement	Work County	Partial	Invalid	Released
70004395	Vacant-New Hire	542W	EN FAC SITE SPEC	60	D	5,118.30	100.0	11/16/08		11/16/09	100.0	12401		012	AA	1241	02	00	P2	Thurston	Y	N	Y
70004410	Employee 00017	EX051	Directors Secretary			6,755.56	100.0	11/10/03		07/01/09	100.0	11200		012	AC	1120	01	00	P2	Thurston	Y	N	Y
70004418	Employee 00023	106K	MANAGER, OFFICE	49	I	4,415.40	100.0	01/01/07	11/20/08	06/01/09	100.0	13100		012	AA	1310	01	00	P2	Thurston	Y	N	N
70004420	Employee 00013	EMS01	EMS BAND 1			5,789.30	100.0	06/01/07		05/01/09	100.0	11100		012	AC	1110	01	00	P2	Thurston	Y	N	Y
70004427	Employee 00008	100J	OFF ASST 3	31	L	3,067.90	100.0	03/16/08		06/18/07	100.0	13100		012	AA	1310	01	00	P3	Thurston	Y	N	Y
70004428	Employee 00009	479J	IT SPEC 2	54	G	4,754.20	100.0	04/01/08		04/01/10	100.0	13101		012	AA	1311	01	00	P2	Thurston	Y	N	Y

### Allotment Detail

Allotment Detail Report by Position Number has the following sort options:

- Program Index, Position Number
- Position Number (one page rollup regardless of funding)
- Name, Program Index, Position Number

SPS001		Salary Projection System Allotment Detail Report												Page 1 of 32 5/16/2019 2:06:40PM		
Projection File:		516 PFML														
Agency:		163 Consolidated Technology Services												Increments: Yes		
Biennium:		2017-19												6767: Yes		
Projection Run Date:		05/16/2019												COLA: Yes		
Sort By:		Position Number												Funded: No		
Filter:		No filter applied														
Position Number:		71027130 Part Time Percent: 100.00												Job Class: OFM006 OFM Exec Mgr		
Name:		no name listed												Program Index: L0120		
Position Start Date:		04/16/2012 Termination Date:												Range: Step:		
Pay Code:		S Retirement Plan: P2 PERS Plan 2												Organization Index: 1200		
Expenditure Authority Index:		070 CTS Services (OCIO - Appropriated)												Fund-AT: 458-1 Consolidated Tech Serv Revol		
														Proj/Subproj/Phase: ITMO//		
														Budget Unit:		
														Proration Percent: 100.00		
Fiscal Year 2018		July	August	September	October	November	December	January	February	March	April	May	June	Total		
Staff Months		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00		
AC State Exempt		12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	154,524.00		
Salary Total		12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	12,877.00	154,524.00		
BA OASI		798.37	798.37	798.37	701.03	0.00	0.00	128.77	128.77	128.77	128.77	128.77	128.77	3,868.76		
BB Retirement		1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	1,612.20	19,346.40		
BC Medical		43.98	43.98	43.98	43.98	43.98	43.98	39.58	39.58	39.58	39.58	39.58	39.58	501.36		
BD Health		913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	913.00	10,956.00		
BH Medicare		257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	257.54	3,090.48		
BK PFML		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Benefits Total		3,625.09	3,625.09	3,625.09	3,527.75	2,826.72	2,826.72	2,951.09	2,951.09	2,951.09	2,951.09	2,951.09	2,951.09	37,763.00		
Total Salary + Benefits		16,502.09	16,502.09	16,502.09	16,404.75	15,703.72	15,703.72	15,828.09	15,828.09	15,828.09	15,828.09	15,828.09	15,828.09	192,287.00		

## Allotment Summary

Allotment Summary Report by Program has the following sort options:

- Program, Subprogram
- Program Index
- Division
- Org Index
- Account, EA Type by Agency
- Account, EA Type by Program
- Project

Salary Projection System													Page 1 of 11		
Allotment Summary Report													5/16/2019		
													2:20:45PM		
Projection File:	516 PFML											Increments:	Yes		
Agency:	163 Consolidated Technology Services											6767:	Yes		
Biennium:	2017-19					StartingFiscalMonth:	01 - July						COLA:	Yes	
ProjectionRunDate:	05/16/2019					Position File:	516 PFML						Funded:	No	
Filter:	No filter applied														
Sort By:	Program														
Program: 040 Computer Services Div. (CSD)															
Expenditure Authority Index: 963 CTS Services (Non-Appropriated)															
Fiscal Year 2018	July	August	September	October	November	December	January	February	March	April	May	June	Total		
Staff Months	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00	
AC State Exempt	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	1,193,304	
Salary Total	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	1,193,304	
BA OASI	6,165	6,165	6,165	6,165	6,165	6,165	6,165	994	994	994	994	994	994	42,954	
BB Retirement	12,236	12,236	12,236	12,236	12,236	12,236	12,236	12,236	12,236	12,236	12,236	12,236	12,236	146,832	
BC Medical	560	560	560	560	560	560	509	509	509	509	509	509	509	6,414	
BD Health	11,869	11,869	11,869	11,869	11,869	11,869	11,869	11,869	11,869	11,869	11,869	11,869	11,869	142,428	
BH Medicare	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	23,868	
BK PFML	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Benefits Total	32,819	32,819	32,819	32,819	32,819	32,819	27,597	27,597	27,597	27,597	27,597	27,597	27,597	362,496	
Total Salary + Benefits	132,261	132,261	132,261	132,261	132,261	132,261	127,039	127,039	127,039	127,039	127,039	127,039	127,039	1,555,800	
Fiscal Year 2019	July	August	September	October	November	December	January	February	March	April	May	June	Total		
Staff Months	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00	
AC State Exempt	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	1,193,304	
Salary Total	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	99,442	1,193,304	
BA OASI	994	994	994	994	994	994	994	994	994	994	994	994	994	11,928	
BB Retirement	12,236	12,236	9,944	9,944	9,944	9,944	9,944	9,944	9,944	9,944	9,944	9,944	9,944	123,912	
BC Medical	509	509	509	509	509	509	686	686	686	686	686	686	686	7,170	
BD Health	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	156,000	
BH Medicare	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	23,868	
BK PFML	0	0	0	0	0	0	2,983	2,983	2,983	2,983	2,983	2,983	2,983	17,898	
Benefits Total	28,728	28,728	26,436	26,436	26,436	26,436	29,596	29,596	29,596	29,596	29,596	29,596	29,596	340,776	
Total Salary + Benefits	128,170	128,170	125,878	125,878	125,878	125,878	129,038	129,038	129,038	129,038	129,038	129,038	129,038	1,534,080	

## Allotment FTE By Position

Allotment FTE Report by Position Number has the following sort options:

- Program Index, Position Number
- Name, Program Index, Position Number

Salary Projection System													Page 1 of 5	
Allotment FTE Report													1/9/2009	
													4:16:05PM	
Projection File:	TR2 Trainer - Copy To File													
Agency:	103 Community, Trade and Economic Develop													
Biennium:	2009-11													
Projection Run Date:	11/25/2008													
Sort By:	Position Number													
Filter:	No filter applied													
Pos #	Name	Job Class	Title	PI	Start Date	FY1 Total Salary	FY2 Total Salary	Bimial Total Salary	FY1 Total Benefits	FY2 Total Benefits	Bimial Total Benefits	FY1 FTE	FY2 FTE	Average Bimial FTE
7000435	Vacant-New Hire	542W	ENGY FAC SITE SP	12401	11/16/08	58,684.20	62,890.40	121,574.60	16,379.08	17,050.34	33,429.42	1.00	1.00	1.00
7000440	Employee 00017	EX051	CONF. SECRETARY	11200	11/10/03	77,744.26	79,299.09	157,043.35	19,420.96	19,669.19	39,090.15	1.04	1.04	1.04
7000420	Employee 00013	EMS01	EMS BAND 1	11100	08/01/07	64,208.60	65,492.82	129,701.42	17,260.70	17,465.68	34,726.38	1.00	1.00	1.00
7000427	Employee 00008	100J	OFF ASST 3	13100	03/16/08	34,025.80	34,796.36	68,822.16	12,443.60	12,552.10	24,995.70	1.00	1.00	1.00
7000428	Employee 00009	479J	IT SPEC 2	13101	04/01/08	53,401.60	57,232.31	110,633.91	15,535.91	16,147.34	31,683.25	1.00	1.00	1.00

### Incremental Report for General Salary Increases by Program

Options to sort by:

- Program, Subprogram
- Program Index
- Division
- Org Index
- Account, EA Type by Agency
- Account, EA Type by Program
- Project

Salary Projection System													Page 1 of 4	
Incremental Report for General Salary Increases													5/17/2019	
Incremental Report for General Salary Increases													9:46:57AM	
Projection File:	MP1 Projection for Megan											Increments:	Yes	
Agency:	105 Office of Financial Management											6767:	Yes	
Biennium:	2007-09	Starting Fiscal Month: 01 - July										COLA:	Yes	
Projection Run Date:	08/15/2008	Position File: No longer exists										Funded:	No	
Filter:	No filter applied													
Sort By:	Program													
Program: 110 Statewide Systems														
Expenditure Authority Index: 098														
Fiscal Year 2008	July	August	September	October	November	December	January	February	March	April	May	June	Total	
AA State Classified	0	0	0	0	0	0	0	0	0	0	0	0	0	
AC State Exempt	0	0	0	0	0	0	0	0	0	0	0	0	0	
Salary Total	0	0	0	0	0	0	0	0	0	0	0	0	0	
BA OASI	0	0	0	0	0	0	0	0	0	0	0	0	0	
BB Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	
BH Medicare	0	0	0	0	0	0	0	0	0	0	0	0	0	
Benefits Total	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Salary + Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fiscal Year 2009	July	August	September	October	November	December	January	February	March	April	May	June	Total	
AA State Classified	0	0	454	454	454	454	454	454	460	460	460	460	4,564	
AC State Exempt	0	0	303	303	303	303	303	303	303	303	303	303	3,030	
Salary Total	0	0	757	757	757	757	757	757	763	763	763	763	7,594	
BA OASI	0	0	47	47	47	47	47	47	47	47	47	47	470	
BB Retirement	0	0	63	63	63	63	63	63	63	63	63	63	630	
BH Medicare	0	0	11	11	11	11	11	11	11	11	11	11	110	
Benefits Total	0	0	121	121	121	121	121	121	121	121	121	121	1,210	
Total Salary + Benefits	0	0	878	878	878	878	878	878	884	884	884	884	8,804	

### Incremental Report for Merit System (PID) Increases by Program

Salary Projection System													Page 1 of 8	
Incremental Report for Merit System (PID) Increases													5/17/2019	
Incremental Report for Merit System (PID) Increases													9:37:22AM	
Projection File:	010 Test											Increments:	Yes	
Agency:	105 Office of Financial Management											6767:	Yes	
Biennium:	2017-19	Starting Fiscal Month: 01 - July										COLA:	Yes	
Projection Run Date:	05/09/2019	Position File: 010 Test										Funded:	No	
Filter:	No filter applied													
Sort By:	Program													
Program: 050 Statewide Accounting														
Expenditure Authority Index: 130														
Fiscal Year 2018	July	August	September	October	November	December	January	February	March	April	May	June	Total	
AA State Classified	0	0	0	0	0	0	0	0	0	0	0	0	0	
Salary Total	0	0	0	0	0	0	0	0	0	0	0	0	0	
BA OASI	0	0	0	0	0	0	0	0	0	0	0	0	0	
BB Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	
BH Medicare	0	0	0	0	0	0	0	0	0	0	0	0	0	
BK PFML	0	0	0	0	0	0	0	0	0	0	0	0	0	
Benefits Total	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Salary + Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fiscal Year 2019	July	August	September	October	November	December	January	February	March	April	May	June	Total	
AA State Classified	398	398	398	398	398	398	805	805	805	805	805	966	7,379	
Salary Total	398	398	398	398	398	398	805	805	805	805	805	966	7,379	
BA OASI	25	25	25	25	25	25	50	50	50	50	50	60	460	
BB Retirement	51	51	51	51	51	51	103	103	103	103	103	124	945	
BH Medicare	6	6	6	6	6	6	12	12	12	12	12	14	110	
BK PFML	0	0	0	0	0	0	3	3	3	3	3	4	19	
Benefits Total	82	82	82	82	82	82	168	168	168	168	168	202	1,534	
Total Salary + Benefits	480	480	480	480	480	480	973	973	973	973	973	1,168	8,913	

## Additional Information – Help Desk



For additional information about SPS please contact the OFM Help Desk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) or call 360.407.9100. For information regarding agency pay scale, or bargaining unit, updates contact [labor.relations@ofm.wa.gov](mailto:labor.relations@ofm.wa.gov). For job classification updates contact [Classandcomp@ofm.wa.gov](mailto:Classandcomp@ofm.wa.gov)